



**MAX Transportation Authority Board
Meeting Agenda
Monday, November 27, 2023**

1. Approval of September 2023 Board Meeting Minutes - Action
2. Opportunity for Public Comment – Please limit public comment to three (3) minutes or less.
3. Marketing Committee
 - a) Call Center Summary – Information
4. Executive Committee
 - a) Salary Administration Policy Revision – Action
 - b) Proposal for Updated Pay Grades & Steps - Action
 - c) CDL Reimbursement Policy – Action
 - d) Vehicle & Equipment Maintenance Policy and Procedures Manual – Action
 - e) Depot Lease Contract with City of Holland – Action
 - f) West Michigan Health Insurance Pool Resolution – Action
 - g) Proposed Contract for Scheduling Software – Action
 - h) Michigan Mobility Wallet Challenge - Information
 - i) Report on MAX Transit Study – Information
 - j) Low-No Emission Grant - Information
 - k) Triennial Review Compliance – Information
 - l) EEO Annual Report - Information
 - m) Ridership Reports for October 2023 – Information
 - n) Financial Reports for October 2023 – Information
 - o) Expenditure Reports for October 2023 – Information
5. Director's Report



**Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, September 25, 2023
Proposed Minutes**

The Macatawa Area Express Transportation Authority Board met at 3:30 pm in the training room at the MAX Operations building - 11660 Greenway Drive, Holland, MI 49424.

Members Present: Chair Russ TeSlaa and, and Secretary/Treasurer Joe Baumann; Board Members Meika Weiss, Kristin Myers, Al Rios, and Jason Latham

Others Present: N/A

Members Absent: Vice-Chair Lyn Raymond; Board Members Kevin Klynstra and Jan Steggerda

Staff Present: Elisa Hoekwater, Beth Higgs, Charlie Veldhoff, Lynn McCammon, Kaitlynn Riegling, Sandra Korhorn, and Barbara Sonnerville

9.23.1 Public Hearing on FY2023 and FY2024 Budgets

A motion was made by Latham and supported by Baumann to open the floor to the public for comment on the FY2023 and FY2024 Budgets. Motion carried unanimously. There was no public present for the discussion. A motion was made by Rios and supported by Weiss to close the floor to the public for comment on the FY2023 and FY2024 Budgets. Motion carried unanimously.

9.23.2 Public Comment

There were no public comments.

9.23.3 August 2023 Board Meeting

A motion was made by Rios and supported by Baumann to approve the August 2023 board meeting minutes. Motion carried unanimously.

9.23.4 Marketing Committee

Higgs reported that staff continues to be heavily focused on the recruitment of drivers and support staff. Marketing has come up with some creative ways to reach out to potential applicants. Higgs asked Korhorn to speak about the upcoming open house for the Transit Study. Korhorn said they are very excited for the Open House on October 24th at Evergreen Commons. There will be invitation only focus group sessions during the day, and then the public open house will be from 4PM - 6:30PM.

9.23.4a Call Center Summary

There was no discussion.

9.23.5 Executive Committee

9.23.5a *FY2023 Year-End Budget Amendments*

The staff recommended final amendments to the FY 2023 budget were presented to the board for approval. A motion was made by Baumann and supported by Weiss to approve the final FY2023 budget amendments. Motion carried unanimously.

9.23.5b *FY2024 Revised Resolution of Intent*

MAX staff prepared an application for State of Michigan financial assistance for FY2024 as required under Act 51 of the Public Acts of 1951, and for federal assistance as required under the federal transit laws. The reviewed and approved proposed balanced budget, and sources of operating funds to include estimated federal funds of \$566,000, estimated state funds of \$2,179,799 and estimated local funds of \$1,641,000 with total estimated expenses (eligible for MDOT reimbursement) of \$5,335,495. A motion was made by Latham and supported by Rios to approve the revisions as presented. Motion carried unanimously.

9.23.5c *FY2024 Proposed Budget*

The proposed FY2024 budget was presented to the board. A motion was made by Weiss and supported by Rios to approve the FY2024 budget as presented. Motion carried unanimously.

9.23.5h *Ridership Reports for August 2023*

There was no discussion.

9.23.5i *Financial Reports for August 2023*

There was no discussion.

9.23.5j *Expenditure Reports for August 2023*

There was no discussion.

9.23.6 MAX Director's Report

Hoekwater was happy to report that 2024 has some really exciting things that are happening. There is the Transit Study, which includes the Open House on October 24th. Hoekwater wanted to thank Sandra Korhorn for all of her hard work on the Transit Study and the open houses.

MAX staff met with the new vendor for the scheduling software replacement and are looking forward to that exciting transition.

Hoekwater also wanted to acknowledge the hard work, and additional training from Kaitlynn Riegling and Beth Higgs which has given us a robust grant program here at MAX. She wanted to especially thank them for submitting the final FY2023 Federal Grant to the FTA. Due to unforeseen events, the FY2023 Federal Grant had to be revised in her absence. Riegling and Higgs were able to present a revised budget that was accepted by the FTA.

9.23.7 Adjournment

A motion was made by Latham and supported by Weiss to adjourn the meeting. Motion carried unanimously.

MEMO

Board Action Item

Date: November 27, 2023

To: MAX Board Members

From: Elisa Hoekwater, Executive Director
Beth Higgs, Deputy Director

Subject: Policy Revision – Salary Administration Policy 211

When an employee is asked to fill in for a different position and/or work in a different department when short staffed, their earnings do not change. They may be earning less per hour than the position they are trained to support. It is important that employees receive a fair wage for the duties they are expected to manage, so staff is recommending that we add the following language to our Salary Administration Policy.

Added language to Salary Administration Policy

At times, MAX may have a need for an employee to fill in for a different position/job. When this is the case, with your direct supervisor/managers approval and when the work will last longer than four (4) hours in one work shift, that employee will earn the wage within that pay grade on step 1, or paid their normal wage, whichever amount is greater.

Board Action

MAX staff is requesting Board approval of the revised Salary Administration Policy as written.

211 Salary Administration

Effective Date: 4/1/2010

Revision Date: 9/25/2023

We have a salary administration program at the Authority. The salary administration program helps us have consistent pay practices, comply with federal and state laws, support our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market.

Compensation for each job is based on several factors. The factors include, but are not limited to, job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data (how other employers pay their employees). We periodically review our salary administration program and may change it as necessary.

At times, MAX may have a need for an employee to fill in for a different position/job. When this is the case, with your direct supervisor/managers approval and when the work will last longer than four (4) hours in one work shift, that employee will earn the wage within that pay grade on step 1, or paid their normal wage, whichever amount is greater.

If you have a question about compensation in your area or for your job, talk with your supervisor. If you have a question about the Authority's salary administration, contact the MAX Director.



Voluntary Paid Time Off (PTO) Hours Donation Authorization Form

I, _____ voluntarily donate ____ hours of my Paid Time Off (PTO) to _____ in accordance with the MAX Voluntary Paid Time Off (PTO) Hours Donation Policy.

My signature below authorizes the City of Holland Finance Department to remove of ____ hours of my PTO on _____, and move those PTO hours to _____.

Employee Signature

Date

MEMO

Board Action Item

Date: November 27, 2023
To: MAX Board Members
From: Elisa Hoekwater, Executive Director
Subject: Bus Operator Wage Adjustment - Action

MAX has aggressively pursued new candidates to fill Bus Operator vacancies, but despite these efforts, we are seeing the need to increase wages to remain competitive. Attached are revised pay grades and corresponding steps for the Bus Operator pay grade.

Below is the proposed wage increase for Bus Operator wages, effective immediately:

1. Pay Grade 2, Bus Operators will now include 2 tiers (with and without CDL)
2. The starting wage for Bus Operators with a Chauffeur license will be \$17.60
3. The wage for Bus Operators with a CDL will go from \$17.60 per hour to \$20.00 per hour.
4. All current drivers will also receive an adjustment in hourly wages, based on the step scale. The adjusted wages will be effective December 4 and will be included in the second pay period of December (December 21).
5. All remaining pay grades will be evaluated in the new year.

The financial impact of this wage increase is approximately \$7,727.60, based on current employment levels. Approval of the proposed wage adjustment is requested.

Pay Grade 2
Bus Operators

Step	Pay Grade 2A Chauffer	Pay Grade 2B CDL
1	\$17.60	\$20.00
2	\$18.12	\$20.60
3	\$18.67	\$21.22
4	\$19.23	\$21.85
5	\$19.80	\$22.51
6	\$20.40	\$23.19
7	\$21.01	\$23.88
8	\$21.64	\$24.60
9	\$22.29	\$25.34
10	\$22.96	\$26.10

To move to next step:

1. Must have a performance appraisal rating of 3 or higher
2. Must have less than 6 attendance points.
3. Must have waited at least 52 weeks since last step increase

MEMO

Board Action Item

Date: November 27, 2023

To: MAX Board Members

From: Elisa Hoekwater, Executive Director
Beth Higgs, Deputy Director

Subject: MAX Commercial Driver's License (CDL) Reimbursement Policy

To attract candidates to fill bus operator positions, MAX offers free in-house Commercial Driver's License (CDL) training, and pays the cost of their license. This is a nice incentive for those who want to join our team, but we find that some end their employment with MAX soon after receiving their CDL.

To limit the risk of our investment, MAX staff is recommending that employees who voluntarily leave MAX within 6 months of receiving their license will reimburse MAX the full cost of their CDL, plus the cost of the required DOT physical, drug screening, and agility test for a total value of around \$400. Those that leave between 7 months – 12 months will reimburse MAX for half of the total cost. Upon separation of employment, payment will be withheld from the employee's final paycheck. New bus operators will be required to sign the Commercial Driver's License Reimbursement document, acknowledging and agreeing to this policy.

Board Action

MAX staff is requesting Board approval of the CDL Reimbursement Policy as written.



Commercial Drivers License (CDL) Reimbursement Policy

When CDL certification fees are paid by Macatawa Area Express (MAX), the employee shall be required to maintain employment with MAX for a minimum of 180 days (6 months) following the receipt of payment. An employee who voluntarily leaves employment within 6 months of CDL payment shall be required to reimburse MAX the full cost of the CDL, plus the cost of the required DOT physical, drug screening, and agility testing. An employee who voluntarily leaves employment at 7 months through 12 months, shall be required to reimburse MAX for half the cost of the CDL payment, plus half the cost of the required DOT physical, drug screening, and agility testing. Upon separation of employment, payment will be withheld from the employee's final paycheck.

By signing this document, you acknowledge that you have read, understand, and agree to the terms of this Commercial Drivers License (CDL) Reimbursement Policy.

Employee Signature

Date

MEMO

Date: November 27, 2023

To: **MAX Transit Authority Board**

From: Elisa Hoekwater, Executive Director

Beth Higgs, Deputy Director

Re: Revised MAX Vehicle & Equipment Maintenance Policy & Procedures Manual

As a result of the 2023 Triennial Review, FTA determined that MAX was deficient in the area of Maintenance due to the lack of oversight of vehicle preventative maintenance and the City of Holland garage facility and equipment used to maintain our vehicles.

As we prepare our response to the corrective actions required for these deficiencies, staff has revised our Vehicle & Equipment Maintenance Policy & Procedures Manual to include the following:

Recommended revisions:

Page 6 - Added language to the following statement regarding quarterly written reports

A sound preventive maintenance program will extend the vehicles' useful life and reduce the need for of unscheduled repairs. Appendix B of this manual will be used to verify that preventative maintenance is occurring as noted in the Macatawa Area Express Vehicle & Equipment Maintenance Policy & Procedures Manual developed March 10, 2004 and updated November 27, 2023. The report notes the date when each inspection was accomplished and record the vehicle mileage (or hours) at the time of each inspection. Preventive maintenance records **from work orders and invoices (manual or electronic)** will be requested from the City of Holland Transportation Services Unit for vehicles sampled. Using the Monthly Vehicle Inspection report.

The MAX Operations Manager and Executive Director will inspect preventive maintenance procedures on a monthly basis. Preventive maintenance inspections will be done by reviewing management reports and by reviewing records for a selected sample of FTA-funded vehicles. Once reviewed, each will sign and date the reports confirming the inspection was conducted. **Quarterly written reports will also be prepared to summarize maintenance activities - Appendix E of this manual.**

New: Page 6, Section G. City of Holland Facility & Equipment Inspections

To ensure proper oversight of the City of Holland garage facility where MAX vehicles are maintained, inspections of the facility and equipment will be conducted monthly using the inspection checklist in Appendix D of this manual. A quarterly written report will also be prepared to summarize this inspection activity, and signed by the Executive Director and Operations Manager.

New: Appendix D City of Holland Facility & Equipment Inspection Checklist & Appendix E - Quarterly Inspection Activity Report

Board Action

Staff is requesting Board approval for revisions made to the Vehicle & Equipment Maintenance Policy & Procedures Manual as written



Vehicle & Equipment Maintenance Policy & Procedures Manual

(Draft 11/27/2023 for Review and Approval)

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Appendix D - City of Holland Facility & Equipment Inspection Checklist

Appendix E - Quarterly Written Activity Report

A. Policy Statement

The Macatawa Area Express will ensure proper oversight of its maintenance contractor, the City of Holland Transportation Services unit, and demonstrate that preventive maintenance inspections are conducted a minimum of 80% on time, and maintenance activities are being carried out that meet FTA standards.

B. Standards of Conduct

The FTA has directed MAX to provide a written maintenance report that includes oversight procedures, along with evidence of its implementation of maintenance standards compatible with FTA requirements. The ***Macatawa Area Express Vehicle & Equipment Maintenance Policy & Procedure Manual*** developed March 10, 2004 and updated November 27, 2023 will be followed to ensure that daily pre-trip inspections and scheduled preventative maintenance are occurring in accordance with manufacturers service intervals.

MAX Staff will implement oversight procedures, as directed by the FTA. Oversight of maintenance activities will ensure that federally funded vehicles, equipment, and facilities are in good operating condition. Oversight of the City of Holland Transportation Services Mechanics assigned to MAX vehicles will also ensure that ADA accessibility features on all vehicles, equipment, and facilities are kept in good operating order.

C. History of Macatawa Area Express

The Macatawa Area Express (MAX) is a small urban transit system that has operated fixed bus routes and demand response service since 2000. Beginning as the City of Holland's "Dial-A-Ride" program in the 1970's, MAX began offering three fixed routes in 2000. An agreement was established with the City of Holland to contract vehicle maintenance services in 2004. The City of Holland and Holland Township formed a transit authority in 2006. The voters in those local jurisdictions approved a millage to support the MAX in November, 2006.

A five-year plan was adopted by the authority board in 2006. The plan called for expanding the fixed routes to seven routes and establishing a central transfer station where all buses converge hourly to simplify transfers. The expansion plan was the result of a two-year study of short and long-range transportation needs of the local area, along with recommendations for better meeting residents' needs for inexpensive, alternative transportation. Input also was sought from residents who represent the interests of current or potential system users.

The transit system is governed by an independent Authority formed under Public Act 196 on July 1, 2007, when the City of Holland transferred oversight to the Authority Board. On July 1, 2007, the transit authority assumed ownership and control of MAX and beginning in 2010 daily operations were managed in-house by MAX staff (providing drivers, dispatching, and telephone operators). In 2010, the fixed route system included 8 routes, running hourly. New bus stops were then added to routes 1, 2, 4, 5, 6, and 8. A "Twilight" service began operating on October 1, 2012 to serve 13.6 miles with a 50-minute loop from 7 – 10 p.m. Monday through Saturday.

D. Description of Current System

The Macatawa Area Express (MAX) provides public transportation with fixed route services (Catch-A-MAX) serving the Cities of Holland and Zeeland as well as Holland Charter Township, and Zeeland Charter Township. Demand Response services are provided throughout the MAX service area. In 2017 MAX began a pilot project adding Demand Response services within Park Township. This increased the service area from 47.5 square miles to a total of 68.8 square miles. A current map of the MAX service area is located on the Macatawa Area Express website: <https://www.catchamax.org/routes-schedules/route-map/>

A summary of Macatawa Area Express services within the region is provided on the Federal Transit Administration website and offers an annual snap shot of passenger travel, ridership trends, and mileage: <https://www.transit.dot.gov/ntd/transit-agency-profiles/macatawa-area-express-transportation-authority>. This information is valuable to compare current maintenance services with previous years. MAX staff and City of Holland mechanics will review these annual benchmarks along with a current bus inventory in order to plan for future service improvements.

E. Maintenance and Reliability

MAX contracts with the City of Holland to provide maintenance service for its entire fleet of vehicles. The City of Holland serves City vehicles as well as providing routine and preventive maintenance (PM) services for MAX's revenue fleet and service vehicles at their garage facility. Generally, the City assigns two (2) staff mechanics to MAX vehicles, but can assign more staff on an as-needed basis.

MAX is dedicated to providing safe, reliable vehicles and equipment for both its employees and customers. Written procedures have been established to obtain daily pre-trip inspections and scheduled preventative maintenance in accordance with manufacturers service intervals. Individual vehicle records are maintained by the City of Holland mechanics to document service intervals, repair control, parts control, warranty claims and equipment performance.

Daily Inspections

Daily inspections for revenue vehicles are accomplished by having bus operators complete a daily pre-trip inspection report prior to the start of each shift. Daily inspection reports help to detect any visible problem or equipment malfunction. Fluid levels are also checked as part of the daily inspections. If a vehicle is found to have significant safety-related defects, it shall be scheduled for repair and fixed before it is used. The daily pre-trip inspections are also reviewed and used to schedule other needed repairs and maintenance.

Routine Service and Maintenance Schedule

Mileage information is recorded weekly. The mileage report is used to schedule service and preventive maintenance. Engine oil, oil filter, chassis lubrication and wheelchair lifts/ramps are serviced every 5,000 miles. For revenue vehicle preventive maintenance reporting to FTA, PM shall be considered in accordance with the Vehicle Maintenance Plan provided it is conducted every 4,500 and 5,500 miles. Fuel filters are changed every 30,000 miles. Internal transmission filters are changed every 30,000 miles.

Record Keeping

The MAX Operators Manager shall maintain adequate historical records for each of its revenue or support vehicles. Each individual record includes all daily inspections, scheduled routine service, checklists, and all work completed for the vehicle. Each vehicle file will substantiate that all maintenance is being performed to or above the manufacturer's recommended service intervals for the required categories and that daily and safety inspections are being performed. Work orders are kept electronically by the City of Holland mechanics.

F. Preventive Maintenance Vehicle Inspections & Compliance

A sound preventive maintenance program will extend the vehicles' useful life and reduce the need for of unscheduled repairs. Appendix B of this manual will be used to verify that preventative maintenance is occurring as noted in the *Macatawa Area Express Vehicle & Equipment Maintenance Policy & Procedures Manual* developed March 10, 2004 and **updated November 27, 2023**. The report notes the date when each inspection was accomplished and record the vehicle mileage (or hours) at the time of each inspection. **Preventive maintenance records from work orders and invoices** (manual or electronic) will be requested from the City of Holland Transportation Services Unit for vehicles sampled. Using the Monthly Vehicle Inspection report.

Determining Compliance

The MAX Operations Manager and Executive Director will inspect preventive maintenance procedures on a monthly basis. Preventive maintenance inspections will be done by reviewing management reports and by reviewing records for a selected sample of FTA-funded vehicles. Once reviewed, each will sign and date the reports confirming the inspection was conducted. **Quarterly written reports will also be prepared to summarize maintenance activities - Appendix E of this manual.**

Preventive maintenance inspections will be based on relative miles since the last inspection, and will allow for specific manufacturer recommendations, or vehicle age. MAX Staff will examine the preventive maintenance history for the preceding 12 months and review the sample preventive maintenance history to determine if fewer than 80 percent of the inspections for any mode or operation occurred on time.

G. City of Holland Facility & Equipment Inspections

To ensure proper oversight of the City of Holland garage facility where MAX vehicles are maintained, inspections of the facility and equipment will be conducted monthly using the inspection checklist in Appendix D of this manual. A quarterly written report will also be prepared to summarize this inspection activity, and signed by the Executive Director and Operations Manager.

Appendix A - Sample Vehicle Inventory

Local #	Vehicle ID	Bus Size In Feet	Model	Bus Type	Seat QTY	Lift QTY	Model Year	Delivery Date	FTA Useful Life Years	Year Eligible For Replacement	FY Replacement Requested	Useful Miles	Mileage as of 10/1/2022
300	2C7WDGBG1DR651055	16	Caravan	SmLghtDty-Vans	5	2	2013	3/29/2013	4	2017	2019	100,000	78,301
302	2C7WDGBG6HR802221	16	Caravan	SmLghtDty-Vans	4	2	2017	12/13/2017	4	2021		100,000	40,612
321	4UZAACBW15CU82435	29	Trolley	MedHvyDty	32	1	2004	8/2/2007	7	2014	2022	250,000	46,355
413	1GB6G5BG4C1197576	26	Chevrolet ARBOC	LghtDty-Cutaway	19	2	2012	1/17/2012	7	2019	2019	250,000	252,995
415	1GB6G5BG9C1197234	26	Chevrolet ARBOC	LghtDty-Cutaway	19	2	2012	12/17/2012	7	2019	2019	250,000	226,025
417	1GB6G5BG0D1115487	26	Chevrolet ARBOC	LghtDty-Cutaway	19	2	2013	4/12/2013	7	2020	2021	250,000	262,047
418	1GB6G5BG7F1208204	26	Chevrolet ARBOC	LghtDty-Cutaway	19	2	2015	8/21/2015	7	2022	2022	250,000	204,470
419	1GB6G5BG0F1206455	26	Chevrolet ARBOC	LghtDty-Cutaway	19	2	2015	8/21/2015	7	2022	2022	250,000	215,634
505	15GGE2718G1093003	29	GILLIG	MedDty	26	2	2016	3/4/2016	10	2026		500,000	206,907
506	15GGE271XG1093004	29	GILLIG	MedDty	26	2	2016	3/4/2016	10	2026		500,000	208,872
507	15GGE2711G1093005	29	GILLIG	MedDty	26	2	2016	3/4/2016	10	2026		500,000	220,221
508	15GGE2713G1093006	29	GILLIG	MedDty	26	2	2016	3/4/2016	10	2026		500,000	224,757
509	15GGE2711K3093633	29	GILLIG	MedDty	26	2	2019	1/7/2020	10	2030		500,000	61,187
510	15GGE2713K3093634	29	GILLIG	MedDty	26	2	2019	1/7/2020	10	2030		500,000	70,194
511	15GGE2715K3093635	29	GILLIG	MedDty	26	2	2019	1/3/2020	10	2030		500,000	62,456
512	15GGE2717K3093636	29	GILLIG	MedDty	26	2	2019	1/7/2020	10	2030		500,000	61,015
513	15GGE2719K3093637	29	GILLIG	MedDty	26	2	2019	12/26/2019	10	2030		500,000	67,048
701	1GB6GUBGOH1134640	26	Chevrolet ARBOC	LghtDty-Cutaway	19	2	2017	3/1/2017	7	2024	2014 needs to be updated to 2024	250,000	172,465
702	1GB6GUBG4H1135709	26	Chevrolet ARBOC	LghtDty-Cutaway	19	2	2017	3/1/2017	7	2024	2014 needs to be updated to 2024	250,000	176,925
703	1GB6GUBG2H1135000	26	Chevrolet ARBOC	LghtDty-Cutaway	19	2	2017	3/1/2017	7	2024	2014 needs to be updated to 2024	250,000	181,565
704	1GB6GUBG2H1135931	26	Chevrolet ARBOC	LghtDty-Cutaway	19	2	2017	03/01/2017	7	2024	2014 needs to be updated to 2024	250,000	169,301
705	1GB6GUBGOH1136050	26	Chevrolet ARBOC	LghtDty-Cutaway	19	2	2017	3/1/2017	7	2024	2014 needs to be updated to 2024	250,000	178,618
706	1GB6GUBG3H1134759	26	Chevrolet ARBOC	LghtDty-Cutaway	19	2	2017	3/1/2017	7	2024	2014 needs to be updated to 2024	250,000	180,709
707	1GB6GUBG4H1134415	26	Chevrolet ARBOC	LghtDty-Cutaway	19	2	2017	3/1/2017	7	2024	2014 needs to be updated to 2024	250,000	175,788
708	1GB6GUBG3H1134292	26	Chevrolet ARBOC	LghtDty-Cutaway	19	2	2017	3/1/2017	7	2024	2014 needs to be updated to 2024	250,000	171,855
709	1GB6GUBG3H1136348	26	Chevrolet ARBOC	LghtDty-Cutaway	19	2	2017	3/1/2017	7	2024	2014 needs to be updated to 2024	250,000	172,190
710	1GB6GUBGOH1135514	26	Chevrolet ARBOC	LghtDty-Cutaway	19	2	2017	3/1/2017	7	2024	2014 needs to be updated to 2024	250,000	169,645
711	1HA6GUBB8KN011728	26	Chevrolet ARBOC	LghtDty-Cutaway	19	2	2020	2/19/2020	7	2027		250,000	64,908
712	1HA6GUBB0KN011805	26	Chevrolet ARBOC	LghtDty-Cutaway	19	2	2020	2/19/2020	7	2027		250,000	64,043
713	1HA6GUBB7KN011896	26	Chevrolet ARBOC	LghtDty-Cutaway	19	2	2020	2/19/2020	7	2027		250,000	60,008
714	1HA6GUBB7KN011770	26	Chevrolet ARBOC	LghtDty-Cutaway	19	2	2020	2/19/2020	7	2027		250,000	61,681

Appendix B - Sample Monthly Vehicle Inspection

[illegible]

30,000 MILE TRANSMISSION SERVICE (FY 2023)														
#	Service Date	Service Time	Service Code	Description	Total Cost	Total Hours	Service Cost	Work Order No.	Mileage at Service	Mileage Between Services	MAX Standards 27,000 - 33,000 Miles	Total Repair Orders	On Time Service	% of On Time Service
Previous										N/A		0	0	#DIV/0!
										0				
										0				
										0				
										0				

10,000 MILE FUEL FILTER CHANGES (FY 2023)														
#	Service Date	Service Time	Service Code	Description	Total Cost	Total Hours	Service Cost	Work Order No.	Mileage at Service	Mileage Between Services	MAX Standards 27,000 - 49,500 Miles	Total Repair Orders	On Time Service	% of On Time Service
Previous										N/A		0	1	#DIV/0!
										31,037	ON TIME			
										0				
										0				
										0				

Appendix C - Maintenance Strategy

Asset Category	Asset Class	Maintenance Activity	Frequency
Revenue Vehicles*	BU - Bus / CU - Cutaway	Wash / Clean & Vacuum	Daily / 2-3 Times per Week
		Pre-Trip Inspection	Daily
		Post-Trip Inspection	Daily
		Engine Oil, Oil Filter, Chassis Lubrication, PM Service	4,500-5,500 Miles
		Transmission Inspection / Serviced; Fluid / Filter Change	30,000 Miles
		Fuel Filters (Diesel Engines)	30,000 Miles
		Fuel Filters (Gas Engines - if Equiped w/an Inline Filter)	30,000 Miles
		Air Dryer Inspection / Filters Change	30,000 Miles
		ADA Ramps / Lifts Inspection	Daily / Serviced 5,000 Miles
Revenue Vehicles*	MV - Minivan	Wash / Clean & Vacuum	Daily / 2-3 Times per Week
		Pre-Trip Inspection	Daily
		Post-Trip Inspection	Daily
		Engine Oil, Oil Filter, PM Service	4,500-5,500 Miles
		Transmission Inspection / Serviced; Fluid / Filter Change	30,000 Miles
		ADA Ramps / Lifts Inspection	Daily / Serviced 5,000 Miles
Equipment**	Automobile	Wash, Clean & Vacuum	As needed
		Transmission Serviced	30,000 Miles
		Oil Change / PM Service	4,500-5,500 Miles
Equipment**	Truck or Other Rubber-Tired Vehicle	Wash, Clean & Vacuum	As needed
		Transmission Serviced	30,000 Miles
		Oil Change / PM Service	4,500-5,500 Miles
Facilities***	Passenger & Parking	Facility & Equipment Inspection	Monthly, Quarterly, Bi-Annual, Annual, & Semi-Annual
		SGR Facility & Equipment Inspection	Annual
Facilities***	Admin & Maintenance	Facility & Equipment Inspection	Monthly, Quarterly, Bi-Annual, Annual, & Semi-Annual
		SGR Facility & Equipment Inspection	Annual

*Reference *Vehicle & Equipment Maintenance Policy & Procedures Manual ; Operations Policy & Procedure Manual ; MAX Transit Asset Management (TAM) Plan*

**Reference *Equipment* section of the *MAX Transit Asset Management (TAM) Plan*

***Reference *Facility Maintenance Plan ; MAX Transit Asset Management (TAM) Plan*

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY
FACILITY CONDITION ASSESSMENT
MONTHLY BUILDING INSPECTION CHECKLIST

FACILITY NAME/ADDRESS:	CITY GARAGE	333 WYNGARDEN WAY
ASSESSED BY:	DOUG MYTTON	DATE:

MONTH INSPECTION COMPLETED:

<input type="checkbox"/> JAN	<input type="checkbox"/> APR	<input type="checkbox"/> JUL	<input type="checkbox"/> OCT
<input type="checkbox"/> FEB	<input type="checkbox"/> MAY	<input type="checkbox"/> AUG	<input type="checkbox"/> NOV
<input type="checkbox"/> MAR	<input type="checkbox"/> JUN	<input type="checkbox"/> SEP	<input type="checkbox"/> DEC

Please complete the following sections:

AREA OF INSPECTION	YES	NO	N/A	COMMENTS/ACTIONS
FIRE SUPPRESSION SYSTEM				
EXTINGUISHERS INSPECTED				
EXIT SIGN LIT				
GENERAL BUILDING MAINTENANCE				
GARAGE AREA				
FLOORING				
OVERHEAD DOORS				
LIGHTS				
HYDRAULIC LIFTS				
OTHER				

The facility, equipment and "other" listed above were inspected and in working condition (unless otherwise noted), as of the date and time that this document was signed below.

SIGN: _____ DATE: _____ TIME: _____

Appendix E - Quarterly Written Report

Macatawa Area Express Transportation Authority
Bus Maintenance Monitoring - Quarterly Written Report

Vehicle & Equipment Maintenance and Site Review
City of Holland Transportation Department

Review Date: _____

Required Signatures

Date _____

Report Submitted By: Susan Gorby, Operations Manager

Approved By: Elisa Hoekwater, Executive Director

Present - Macatawa Area Express Transportation Authority: Elisa Hoekwater, Susan Gorby, Doug Mytton, and Kait Riegling
Present - City of Holland: Joe Pedersen, Barry Wassink, Mark Groenheide, Ryan DeVries, and Scott Bovee

[illegible]

Approval by Governing Board

The Macatawa Area Express Authority Board hereby approves the revisions to the Vehicle & Equipment Policy & Procedures Manual as written at the meeting held on day 27 day of November 2023.

The undersigned duly qualified member of the Macatawa Area Express Transportation Authority certifies the foregoing is true and correct copy of the Vehicle & Equipment Policy & Procedures Manual adopted by the Board at the meeting held on **November 27, 2023**.

Russell TeSlaa – Macatawa Area Express Board Chairman

MEMO

Board Action Item

Date: November 27, 2023

To: MAX Board Members

From: Elisa Hoekwater, Executive Director

Subject: City of Holland Lease Agreement – Action

The draft lease agreement for the Depot office was reviewed by attorneys representing MAX and the City of Holland. Attached is the revised lease agreement for review and approval. During the November Authority Board meeting, we will discuss the following changes to the lease agreement with the City of Holland:

1. Rent – The proposed rent is \$75,000 for the first year. The rental amount for a typical downtown location varies from \$17 – 22 per square foot. The rental amount includes the office space of 3,150 square feet, plus the use of the driveways and other features on the premises.

2. Cost Escalator – Lease includes a cost escalator of 3%, which is a standard element in a rental lease agreement.

3. Parking – Though MAX will no longer be responsible for snowplowing or landscaping the public parking lot at 261 E. 8th Street, the City of Holland is requesting that parking spaces be reserved for MAX employees. The proposed rental amount is \$575 per space per year.

4. Amtrak - The Amtrak lease and annual payment received from Amtrak will be transferred to the City of Holland.

5. Responsibilities for Maintenance – MAX will be responsible for interior cleaning of the office space, cleaning of the carpet and floors, for furnishings and other cosmetic maintenance, and for minor building maintenance. MAX shall be responsible for painting of the interior of the building, and shall clean the exterior of the building. MAX will also be responsible for snowplowing of drives, parking lots and sidewalks at the Depot and for clearing the snow from the sidewalk to and adjacent to the parking lot.

6. Cleaning of Restrooms - MAX is to clean the internal offices and bathrooms within those offices, which are not available to the public. City of Holland to clean the public bathrooms that are used by Amtrak and MAX customers.

Approval of the proposed lease contract is requested.

RENTAL LEASE AGREEMENT

This Lease ("Agreement") is entered into this ____ day of _____, 2023 by and between the **City of Holland**, a Michigan municipal corporation of 270 S. River Ave., Holland, Michigan 49423 (the "Landlord") and the **Macatawa Area Express (MAX) Transportation Authority**, a public transportation authority under Act 196 of 1986 of 171 Lincoln Ave., Holland, Michigan 49423 (the "Tenant").

Background

The Landlord is the owner of the parcel located at 171 Lincoln Ave., Holland, Michigan, 49423 (the "Premises"). In addition, the Landlord is the owner of the parcel at 261 E. 8th Street, Holland, MI 49423 (the "East Lot").

The Tenant has leased the property at 171 Lincoln Ave. and 261 East 8th Street from the Landlord pursuant to a lease dated July 1, 2007 (the "Lease"), which obligated the MAX to maintain the Premises, including all landscaping, at the level and in accordance with the exterior and interior standards maintained by the Landlord prior to this Agreement.

The Tenant wishes to terminate the Lease for the property at 261 East 8th Street and desires to have a new lease agreement ("Agreement") for the property at 171 Lincoln Avenue.

The Landlord and the Tenant therefore agree as follows:

Terms

1. **Premises.** The Landlord hereby leases to the Tenant the office building, the driveway, the sidewalks, and all paved surfaces on the Premises which are located at 171 Lincoln Ave., Holland, Michigan, 49423. An aerial photograph of the real property subject to this Agreement is attached as Exhibit A and the legal description for the Premises is attached as Exhibit B.
2. **Term.**
 - a. **Original Term.** The term of this Agreement commenced on August 1, 2023. This Agreement shall terminate on July 31, 2028.
 - b. **Renewal Terms.** At the end of the original term or of each renewal term, this Agreement shall automatically renew for successive a term of three (3) years unless either party gives notice of termination to the other party at least 60 days prior to the expiration of the original term or the then current renewal term (i.e., at least 60 days before July 31, which would be before May 31).
3. **Rent.** The Tenant shall pay to the Landlord as rent for the Premises in accordance with the following schedules for the initial term, and if a renewal term is exercised, then such amounts as indicated below for the first renewal term and for the second renewal term:

Initial Term	
Year	Annual Rent
1 st Year	\$75,000
2 nd Year	\$77,250
3 rd Year	\$79,568
4 th Year	\$81,955
5 th Year	\$84,414

First Renewal Term	
Year	Annual Rent
1 st Year	\$86,946
2 nd Year	\$89,544
3 rd Year	\$92,230

Second Renewal Term	
Year	Annual Rent
1 st Year	\$94,997
2 nd Year	\$97,847
3 rd Year	\$100,782

Tenant shall make the annual rental payment on August 1 of year, provided that the rent for the first year beginning on August 1, 2023 shall be made on the date of signing of this Agreement.

4. **Taxes and Assessments.** The Tenant shall not be liable for any taxes or assessments on the Premises.
5. **Utilities.** The Tenant shall pay for all utility bills during term of this Agreement for the Premises including, but not limited to gas, electricity, fiber optic, telephone, water, and sewer bills for these utilities used or consumed on the Premises during the term of this Agreement. Such utilities shall be separately metered.
6. **Use of Premises.** The Tenant shall use the Premises for Tenant's transportation operations; to support Tenant's uses; and to operate the train station and inter-city bus stop at 171 Lincoln Avenue and vehicle parking associated with such use. There shall be no additional uses without the written consent of the Landlord.
7. **Parking Lot at 261 E. 8th Street.** It is hereby acknowledged that the parking lot at 261 East 8th Street, Holland, MI 49423 is not a part of the Premises and such parking lot is a public parking lot. Tenant's clients, train passengers and members of the general public shall have the right to use the parking lot at 261 E. 8th St., Holland, Michigan 49423.

8. **Parking Space Reservation and Rental.** Parking spaces for Tenant's staff may be reserved during business hours at the public parking lot at 261 E. 8th Street, Holland, MI 49423. Reserved signs will be installed for such reserved rental spaces. The initial rent for a reserved employee parking space shall be \$575 per year. Such rental amount shall be adjusted and reset annually based upon the reserve parking space rental amount for a reserved parking space in the city parking system as may be established annually by the Holland City Council. Such amount shall be paid within thirty (30) days of billing.
9. **Tenant Maintenance.** The Tenant shall be responsible for interior cleaning of the office space in the Premises and shall clean the exterior of the building on the Premises. Tenant is also responsible for cleaning of the carpet and floors, for painting of the interior of the building, for furnishings and other cosmetic maintenance, and for minor building maintenance. The Tenant shall be responsible for snowplowing of drives, parking lots and sidewalks on the Premises and for clearing the snow from the sidewalk to and adjacent to the parking lot at 261 E. 8th Street, Holland, MI. Tenant will afford the Landlord all reasonable opportunity to inspect the Premises for the purpose of determining whether the Tenant is complying with such cleaning obligations.
10. **Landlord Maintenance.** The Landlord shall be responsible for cleaning and maintaining the public restroom, and the public waiting area inside the building on the Premises. The Landlord shall also be responsible for capital repairs to the building and the Premises, including but not limited to repairing the roof, the HVAC, the exterior building and its facade, and the drives and the parking lot. If the Tenant desires capital improvements which the Landlord has not elected to make, the Landlord will make such improvements if the Tenant agrees to be liable for the costs of making such capital improvements which have been requested by the Tenant and if Tenant pays such costs as required by the Landlord.
11. **Improvements.** The Tenant shall not make any improvements to the Premises without the prior written consent of the Landlord. Any improvements shall be owned by the Landlord at the termination of the Lease subject to any regulations and restrictions under state or federal grants for the acquisition of the property
12. **Repair.**
 - a. **Tenant's Obligation.** The Tenant will keep and maintain the interior office space of the Premises in good condition and repair at all times during the term of this Agreement. The office space shall comply with state and federal laws and regulations for access and use by the disabled.
 - b. **Inspections.** Tenant will afford the Landlord all reasonable opportunity to inspect the Premises for the purpose of determining whether the Premises are being properly maintained in such condition and repair.

13. **DOJ Requirements.** The Department of Justice (the “DOJ”) has required that the Premises be updated to restore compliance with the requirements of the Americans with Disabilities Act and regulations thereunder. Attached to this Agreement is a copy of the agreement (the “DOJ Agreement”) that the Department of Justice requires that the Landlord must sign.
14. **Costs.** The cost of compliance with the DOJ Agreement shall be paid by the City. The City may seek grants to pay for the cost of compliance. The Tenant will assist the City in applying for grants.
15. **Surrender.** Upon the termination of this Agreement, the Tenant will surrender possession of the Premises in as good condition as existed upon the Tenant's taking possession except depreciation from reasonable use and wear and tear.
16. **Assignment or Subleasing.** The Tenant may not assign this Agreement or sublet the Premises or any portion thereof without first obtaining the Landlord's written consent.
17. **Insurance.**
- a. **Landlord’s Liability and Property Insurance.** The Landlord shall carry property and casualty insurance with respect to the Premises in amounts and with such coverage as the Landlord determines appropriate and the Tenant agrees to reimburse the Landlord for the cost of such insurance.
 - b. **Renter’s Insurance.** The Tenant shall obtain property and casualty coverage on its personal property and equipment during the term of this Agreement.
 - c. **Tenant’s Liability Insurance.** The Tenant shall obtain general liability and automotive insurance in the minimum amount of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate. The amounts of such insurance shall be increased or modified from time to time by mutual agreement of Landlord and Tenant.
 - d. **Additional Insureds, Waiver of Subrogation.** The Landlord, together with its elected and appointed officials, officers, employees and agents shall be named as additional insureds under such general liability insurance and automotive liability insurance, and such insurance shall include a waiver of subrogation clause. All liability insurance shall be written on an occurrence basis. All insurance policies required by this paragraph shall be with insurance companies qualified under the laws of the State of Michigan to assume the risks undertaken. The general liability insurance and automotive insurance policy shall contain a provision that it is non-cancelable and not subject to material modifications by the insurer except upon thirty (30) day’s written notice to the Landlord. The Landlord and the Tenant upon demand of each other shall furnish evidence of insurance.

18. Fire or Destruction.

- a. **Right to Cancel.** If the buildings which are a part of the Premises are more than sixty (60%) percent destroyed by the elements, fire, or other causes, then either the Landlord or the Tenant may cancel this Agreement within sixty (60) days after the destruction.

- b. **Casualty Repairs.** If neither the Landlord nor the Tenant elects to cancel within sixty (60) days after more than sixty (60%) percent destruction of the buildings, or if the buildings are destroyed sixty (60%) percent or less, then the Landlord shall at once proceed to make the repairs necessary to put the buildings in their former condition, to the extent of the insurance proceeds available for such purpose. In such event, this Agreement shall not terminate, but during the time in which such repairs are being made, no rent shall be payable except for the parts of the Premises which may be then used and occupied by the Tenant.
 - c. **Dispute Resolution.** In the event of any controversy as to the extent of damage to the buildings, the determination of any member of the American Institute of Appraisers selected for the purpose of determining the extent of such damage by the presiding circuit judge of the circuit court of Ottawa County, Michigan, acting in a ministerial capacity and not in a judicial capacity, shall be final and binding upon the parties; and the expenses of any such determination shall be borne equally by the parties. In making determination of the extent of such damage, the appraiser so appointed shall determine the extent of such destruction by comparing the cost of repairing the damage with the cost of reproducing the Premises on the basis of the then-existing costs.
19. **Facility Name.** The Premises at 171 Lincoln Ave., Holland, MI 49423 is known by the name the Louis and Helen Padnos Transportation Center. Tenant shall not change the name nor decrease the prominence of the name on signage at the Premises without the consent of the Landlord.
20. **Compliance With Grant Restrictions.** This Agreement is intended to comply with any and all grant restrictions, rules, and regulations applicable to the ownership of the Premises by any State or Federal Authority. In the event any State or Federal agency or authority shall require an amendment to this Agreement, Landlord and Tenant shall cooperate to effectuate such required amendment.
21. **Default.** If the Tenant shall (a) default in the payment of rent, (b) cease using the Premises for the purposes allowed hereunder, (c) default in the performance of the conditions or covenants of this Agreement to be performed by the Tenant or (d) default under any other agreement between the Landlord and Tenant; and such default shall continue for a period of thirty (30) days after notice thereof in writing is given by the Landlord to the Tenant, then the Landlord shall have the right to re-enter the Premises and remove the Tenant and all other persons therefrom, and shall have the option of canceling this Agreement. The Tenant shall pay reasonable attorney fees and costs to the Landlord in enforcing the terms of this Agreement.
22. **Quiet Enjoyment.** Contingent upon its compliance with the terms and conditions of this Agreement, the Tenant shall quietly and peaceably hold, possess, and enjoy the Premises for the full term of this Agreement without any interference by the Landlord or any person claiming by, through, or under the Landlord. The Landlord will defend the title to the Premises and the use and occupancy of the Premises by the Tenant against the lawful claims of all persons

whomsoever, except those claiming by, through, or under the Tenant and except those claiming under easements which may have been granted with the Tenant's knowledge and consent.

23. **Compliance with Laws.** The Tenant shall comply with all laws regarding its use of the Premises.
24. **Complete Agreement.** This Agreement together with the Exhibits contains the entire agreement between the parties with respect to the terms of the leasing of the Premises and there is no other prior oral or written agreement on the part of any party to do anything other than as expressly stated in this Agreement. The parties make no reliance on any verbal representations.
25. **Severability.** If any term or condition of this Agreement is found to be void, invalid, or unenforceable, the validity or enforceability of the remaining terms and conditions shall not be affected or impaired and will continue in full force and effect.
26. **Amendments.** No amendments to this Addendum shall be valid unless set forth in writing and signed by the parties.
27. **Notices.** Every notice must be in writing and sent by one of the following methods:
- a. Personal delivery, in which case delivery shall be deemed to occur the day of the delivery;
 - b. Certified or registered mail, postage prepaid and return receipt requested, in which case delivery shall be deemed to occur the day it is officially recorded by the U.S. Postal Service that it has delivered it to the intended recipient; or
 - c. Next day delivery by a recognized delivery service such as Federal Express, in which case delivery shall be deemed to occur upon receipt.

All notices under this Agreement must be sent or delivered to the respective parties as follows:

If to the Landlord: City of Holland
ATTN: City Manager
270 South River Avenue,
Holland, MI 49423

If to the Tenant: Macatawa Area Express (MAX) Transportation Authority
ATTN: Executive Director
171 Lincoln Avenue,
Holland, MI 49423

Either party, by notice delivered to the other party, may change the address to which notices must be sent. Thereafter such notices shall be sent to such new address.

28. **Costs and Indemnification.** It is the intent of the parties that the Landlord pay all costs associated with repairing and maintaining the Premises. Tenant agrees to indemnify, defend and hold Landlord harmless, together with its officials, officers, employees and agents (“Indemnified Parties”), from any and all claims and liabilities (whether based on contract, tort, property law or otherwise) arising out of the Tenant’s performance under this Lease and the use and occupancy of the Premises including, but not limited to, claims and liabilities for breach of the Contract, personal injury, death or property damage for any acts, omissions, events or occurrences that occur on or after the effective date of this Agreement. This obligation to indemnify includes all damages, costs, penalties or other amounts imposed by any judgment or awards together with reasonable attorney fees and costs incurred to represent the Indemnified Parties with respect to such claims or litigation.
29. **Counterparts.** This Agreement may be executed in one or more counterparts and each shall be considered an original and all counterparts shall constitute the same instrument.
30. **Headings.** The headings in this Agreement have only been inserted for convenience and shall not affect the meaning or interpretation of this Agreement. No heading shall have any legal significance of any nature whatsoever.
31. **Binding Effect.** This Agreement shall inure to the benefit of, and be binding upon, the parties hereto and their successors and assigns, provided, however, that the Tenant may not assign or sublet except as provided in this Agreement.

{Signatures on next page}

City of Holland

Dated: _____, 2023

Nathan Bocks, Mayor

Dated: _____, 2023

Kathy Grimm, City Clerk

Approved as to form by

James A. Donkersloot,
Special Counsel for the City of Holland
Dated: _____, 2023

**Macatawa Area Express (MAX)
Transportation Authority**

Dated: _____, 2023

By: _____,

Its: _____

MEMO

Board Action Item

Date: November 27, 2023

To: MAX Board Members

From: Elisa Hoekwater, Executive Director
Beth Higgs, Deputy Director

Subject: The Pool Membership and Other Health Benefit Changes

Late September, staff was notified that MAX would no longer remain on the City of Holland self-funded Priority Health medical benefit plan. When we learned of this, we requested a quote through Advantage Benefits Group who helps manage the City and the Board of Public Works insurance benefits. Receiving the quote, we were surprised to see that we would recognize a 93.6% annual increase from \$759,699 to \$1,470,806 for the same medical plans we currently have in place. Speaking with Harbor Transit in Grand Haven, they recommended Gallagher, a business who represents and helps facilitate medical benefits for the 14,000 members of The Pool. Gallagher quoted MAX \$ 927,923 for the same Priority Health medical plans, which is 58% lower than Advantage Benefits Group, and a 22% increase from our current annual cost.

The Pool

The West Michigan Insurance Pool (The Pool) was formed in 2005 to help local employers help reduce health care costs. Now The Pool consists of 145 public entities across Michigan. In Ottawa County members include: City of Zeeland, City of Hudsonville, Hudsonville Public Schools, West Ottawa Public Schools, Ottawa ISD, Harbor Transit Authority, Grand Haven Area Public Schools, Jenison Public Schools, Park Township, Spring Lake Public Schools, Spring Lake Library, Allendale Public Schools, City of Ferrysburg.

Staff has received great references from members about The Pool and Gallagher. We are recommending that MAX join the The Pool to recognize cost savings for Priority Health medical benefits for years 2024 - 2026 a three year membership.

MAX will remain with Ottawa Kent to manage our dental, vision, and life insurance needs. We are changing our current provider Guardian Insurance to Delta Dental, VSP Direct for vision care, and New York Life for life insurance benefits, providing similar plans at a lower cost.

Board Action

MAX staff is requesting Board approval to become a member of The Pool.

BOARD OF DIRECTORS OF
Macatawa Area Express Transportation Authority
RESOLUTION AUTHORIZING PUBLIC ENTITY MEMBERSHIP
IN THE WEST MICHIGAN HEALTH INSURANCE POOL (“WMHIP”) FOR A MINIMUM
THREE-YEAR PERIOD

PREMISES

A. The Western Michigan Health Insurance Pool (“WMHIP”) is a Public Employer Pooled Plan (“PEPP”) that provides pooled self-funded health insurance coverage, as authorized by the Public Employees Health Benefit Act, Act 106 of 2007.

B. WMHIP has received from the Michigan Department of Insurance and Financial Services ("DIFS") a certificate of registration authorizing establishment of the PEPP.

C. The Board has had opportunity to consider the obligations of the Public Entity to WMHIP and PEPP plans, and services available to the Public Entity by WMHIP, and has carefully reviewed the WMHIP Amended Trust Agreement and Bylaws.

D. The Board desires to authorize membership of the Public Entity in the WMHIP for a minimum period of three years.

NOW, THEREFORE, the Board of the Public Entity hereby resolves:

1. The Board approves the WMHIP Amended Trust Agreement and bylaws, and accepts WMHIP provision of Public Entity self-funded, pooled health insurance coverage under the PEPP plan.

2. The Superintendent, Manager, or CFO of the Public Entity or, with their approval, the person appointed by the Board as WMHIP Trustee or Alternate Trustee, is hereby authorized to execute all documents necessary for the Public Entity to become a Member in the WMHIP PEPP

plan.

3. The Board hereby confirms its appointment of the following persons as Trustee and Alternate Trustee to serve as Trustee when the initial Trustee is not available or in attendance to carry out the Trustee's duties:

Executive Director, Elisa Hoekwater

Deputy Director, Beth Higgs

As required by law, neither the Trustee nor the Alternate Trustee is an owner, officer, or employee of any third-party administrator or any other third party providing services to WMHIP. The Trustee and Alternate Trustee shall serve until replaced by action of the Board. Once appointments are made known to the WMHIP, the persons appointed shall remain in office until the WMHIP receives evidence of appointment of other persons. Evidence of proper appointment of the Trustee and Alternate Trustee shall be a certified copy of the resolution passed by the Board, indicating the names of the designated Trustee and/or Alternate Trustee. Failure of the Public Entity to designate a Trustee, or the failure of that Trustee/Alternate Trustee to participate on the Board of Trustees, shall not affect the responsibilities or duties of the Public Entity under the Amended Trust Agreement.

4. The Public Entity shall continue participation in the WMHIP for a minimum of three full years under its PEPP plan.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be and the same are hereby rescinded.

CERTIFICATE

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Directors of the Macatawa Area Express Transportation Authority Public Entity, Ottawa County, State of Michigan, at a Board meeting held on November 27, 2023, and that this meeting was conducted and public notice of this meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of this meeting were kept and will be or have been made available as required by this Act.

I further certify that the following Members were present at this meeting:

_____ and that the following
Members were absent _____.

I further certify that the foregoing resolution was moved by Member _____
and seconded by Member _____.

I further certify that the following Members voted for adoption of the foregoing resolution:
_____ and that the following
Members voted against adoption of this resolution:

_____.

Secretary

MEMO

Board Action Item

DATE: November 27, 2023
TO: MAX Authority Board
FROM: Elisa Hoekwater, Executive Director, MAX
SUBJECT: Replacement of Scheduling Software

Request for Proposal RFP No. 2022-1 Cadillac/Wexford, was issued Nov. 21, 2022 on behalf of Michigan transit agencies, including Macatawa Area Express Transportation Authority. VIA Mobility LLC was one of the top 2 vendors selected through this process and is the preferred vendor to provide software for the purpose of scheduling and dispatching MAX buses. The service order would be for a 5-year term and includes the following services:

- (a) Via: Demand Response
- (b) Swiftly: Fixed Route
- (c) Remix: Transit Planning & Fixed Route Scheduling

MAX staff request approval by the MAX Authority Board to enter into contract with VIA Mobility in order to design, build, and implement dispatch software capable of routing MAX buses, provide an application for customers to self serve, store customer data, and provide support. The first year cost to MAX will be \$313,454.35, payable through the Bus and Bus Facilities Grant which was awarded in Fiscal Year 2023.

Recommended Action: Approval to enter into a third party contract with VIA Mobility LLC and complete a service order for the deployment of the scheduling software.

MEMO

Date: November 2, 2023
To: Macatawa Area Express (MAX) Transportation Authority Board
From: Charles Veldhoff, Data Analyst/EEO Officer
Re: FY2023 Equal Employment Opportunity (EEO) Program Annual Review

EEO works to ensure fairness in the workplace and in maintaining a representative workforce reflective of the local community. The summaries below are based on data compiled during the two (2) most recent FYs 2022-2023, broken down by each EEO reporting category.

Area Labor Comparison:

RACE: The proportion of minority staff decreased from 24.6% to 20.0%, or from 17 to 14 staff members; minority representation remained above the average minority area labor representation rate of 18.0%.

WOMEN: The total number of female staff increased from 25 to 28 staff members; the proportion of *Women* increased from 36.2% to 40.0%, remaining below the overall female area labor representation of 46.0%.

Hires:

RACE: The hiring rate across all job categories for minorities was 22.5% versus 35.7% for *Whites*. Among the individual job categories, analysis of *Service & Maintenance Workers* identified a potential adverse impact among *Hispanics*, *Asians*, and *Two or More Races*; this area will be reviewed with staff and monitored in FY2024.

WOMEN: No potential adverse impacts were identified through analysis.

Promotions/Transfers:

RACE: No potential adverse impacts were identified through analysis.

WOMEN: Although the low numbers make analysis more difficult, the recent rate at which *Women* received a promotion or transfer—0.0%—is well below the rate expected with an average representation rate of 38.1%. Applications for promotion or transfer—at 20.0%—is below the expected rate. While no adverse impact is believed to be occurring—*Women* make up 100.0% of *Officials/Administrators*, 57.1% of *Professionals*, and 90.9% of *Administrative Support*—this area will be reviewed with staff and monitored into FY2024.

Disciplinary:

RACE: For FYs2022-2023, minority groups across all job categories with disciplinary actions attributed was *Black* at 3.4% (*Blacks* are 0.7% of the avg. MAX workforce), *Hispanic* at 22.4% (*Hispanics* are 18.0% of the avg. MAX workforce), and *White* at 69.0% (*Whites* are 77.7% of the avg. MAX workforce). Among *Service & Maintenance Workers*, disciplinary actions for *Minorities* increased from 24.3% in FYs2021-2022 to 30.9% in FYs2022-2023, whereby *Minorities* within this job category made up 21.7% of the average MAX workforce. Further review shows *Minorities* receiving higher-than-expected rates of *Verbal Warning* (at 34.6%), and *Termination* (at 42.9%). Comparing FY2022 versus FY2023—specifically—the rates at which *Minorities* received disciplinary actions within this job category increased from 25.0% to 36.7%. Although the actions taken were purposeful and primarily involved unsafe driving, preventable accidents, insubordination, and attendance points, data still suggest a potential adverse impact affecting *Minorities* could be indicated in the areas of *Verbal Warning* and *Termination*; this area will be reviewed with staff and monitored into FY2024.

(CONTINUED ON NEXT PAGE)

WOMEN: Analysis shows *Men* made up 55.2% of overall disciplinary actions while representing 61.9% of the average FY2022-FY2023 MAX workforce; *Women* made up 44.8% of overall disciplinary actions, versus representing 38.1% of the average MAX workforce. Among *Service & Maintenance Workers*—specifically—*Women* are shown receiving higher-than-expected rates of *Written Warning* (at 64.3%) and *Suspension Without Pay* (at 62.5%); although two (2) female staff accounted for 30.8% of measures attributed to *Women*—and the actions taken purposeful and primarily involved unauthorized breaks, public conduct, preventable accidents, and attendance points, data still suggest a potential adverse impact affecting *Women* could be indicated in the areas of *Written Warning* and *Suspension Without Pay*; this area will be reviewed with staff and monitored into FY2024.

Involuntary Terminations:

RACE: The *Service & Maintenance Workers* job category recorded retention rates with respect to Involuntary Terminations with *Whites* 92.0%, *Hispanics* 75.0%, and *2-or-More-Races* 100.0%; applying the 4/5 or 80% rule, a potential adverse impact for *Hispanics* is identified. Though no adverse impact is believed to be occurring (the Involuntary Terminations resulted from progressive insubordination and attendance policy violations) this rate will be reviewed with staff and monitored in FY2024. *Blacks* make up < 2% of the local labor force, so no comparison is required; *Asians* could not be measured due to low counts involved.

WOMEN: No potential adverse impacts were identified through analysis.

Voluntary Separations:

RACE: No potential adverse impacts were identified through analysis.

WOMEN: No potential adverse impacts were identified through analysis.

Training (w/Promotion Potential):

RACE: No potential adverse impacts were identified through analysis.

WOMEN: No potential adverse impacts were identified through analysis.

Supplemental Information:

Key review items and takeaways for FY2023:

- The racial/ethnic makeup of MAX's staff remains well-representative of the community.
- Female bus operator counts have stabilized with 9 drivers being reported in FY2023, making 23.1% of MAX's drivers being *Women*; nationally, 34.5% of all transit bus drivers are female (Zippia.com). In 2016 when EEO recordkeeping began, 43.5% of drivers were *Women*.
- Continued efforts encouraging/increasing *Women applicants* for promotion or transfer opportunities.
- Inconsistencies exist in reporting disciplinary actions; a policy with checklist is being developed, and MAX staff will be issued verbal reminders on consistent EEO reporting during monthly Management/Staff meetings.

Employee Turnover Rate is the percentage of employees leaving an organization during a specific period. Businesses and organizations usually include voluntary resignations, dismissals, and retirements in their turnover calculations; internal movements such as promotions or transfers are typically not included.

MAX Employee Turnover Rates – Last Eight (8) Fiscal Years

FY2023	FY2022	FY2021	FY2020	FY2019	FY2018	FY2017	FY2016
24.5%	17.3%	26.6%	28.4%	29.3%	29.9%	34.8%	35.5%

According to the *U.S. Bureau of Labor Statistics*, the average turnover rate in the U.S. is about 12% - 15% annually.

The final item of information included with this review (see attached) documents MAX's annual EEO-related compliance verifications and various staff reviews completed over the course of FY2023.

The complete *Equal Employment Opportunity (EEO) Program*—updated for FY2024—is available for review on MAX's website.

Equal Employment Opportunity (EEO) Program Annual Review for FY2023

The following verification checklist has been completed as part of the annual EEO review cycle:

1. Annual EEO Review (FY2021-2022 info/data) w/MGT./Staff Committee: ***Review emailed—Dec. 27, 2022; material reviewed in-person during MGT. Meeting, Greenway OPS. Building, Dec. 28, 2022.***
2. Annual EEO Review (FY2020-2021 info/data) with Authority Board: ***COMPLETED—Dec. 29, 2022***
3. Written reminder to office staff, outlining EEO Program
 - a. Copy saved to file: ***COMPLETED—Feb. 7, 2023***
4. Written reminder to managers & supervisors, outlining leadership responsibilities for EEO
 - a. Copy saved to file: ***COMPLETED—Feb. 10, 2023***
5. Submission of EEO Program to potential recruitment agencies
 - a. Emails saved to file: ***COMPLETED—Dec. 27, 2022***
6. EEO Information Audit
 - a. Federal & State Labor Law Poster w/MAX Contact Info:
 - i. Padnos Transp. Center: ***2023 POSTER VERIFIED—Jan. 13, 2023***
 - ii. Greenway OPS. Building: ***2023 POSTER VERIFIED—Jan. 9, 2023***
 - b. Policy Statement Posting:
 - i. Padnos Trans. Center: ***VERIFIED—Dec. 27, 2022; October 26, 2023***
 - ii. Greenway Operations Building: ***VERIFIED—Dec. 28, 2022; Oct. 18, 2023***
 - c. Website information: ***COMPLETED—Dec. 27, 2022; October 17, 2023***
 - d. EEO Statement on employment application/website hiring page: ***VERIFIED—October 17, 2023***
 - e. EEO orientation packet info: ***VERIFIED—October 17, 2023***
7. EEO staff review during Safety Meetings
 - a. Presentation(s) to staff: ***SCHEDULED FOR DEC 2023***
 - b. Handouts saved to file: ***SCHEDULED FOR DEC 2023***
 - c. Sign-in sheets saved to file: Viewing sessions with each attendee signing-in were conducted in late September and early October—see document: ***EEO Review Safety Meeting Sign-In Sheets FY2022.***
8. EEO statement posted annually in agency newsletter:
 - a. Copy of newsletter saved to file: ***COMPLETED—Dec. 2022 ISSUE***

Recorded by: Charles Veldhoff, Data Analyst/EEO Officer

Date: December XX, 2023

MEMO

Date: October 6, 2023
 To: MAX Transportation Authority Board
 From: Charles Veldhoff, Data Analyst & EEO Officer
 Re: FY2023 Ridership Summary

September 30, 2023, completed the 12-month ridership reporting cycle. Overall ridership for FY2023 declined 8.0% with a fiscal year-end count of 209,902 total rides versus 228,226 rides in FY2022.

Ridership on fixed routes (1-8) declined 4.9% to 169,663 rides—down from 178,496 in FY2022. Among individual routes, Route 6 Holland Heights saw the highest rate-of-growth with ridership up 5.1%; Route 4 Waverly/120th also saw a ridership increase of 3.9%. Though *Regular* and *ADA* rides declined for the year, *Senior* and *Youth* categories saw ridership growth among the routes, up 31.7% and 14.8%, respectively.

Demand-response ridership was down 19.2% to 36,326 rides (from 44,934 in FY2022), with declines among two of the four demographic passenger categories—*Regular* down 78.7%, *Youth* down 22.0%—likely the ongoing result of fixed routes resuming weekday runs along with the further return to more normalized services, including fare collections having resumed in May 2022. *Senior* demand-response ridership—however—recorded a robust 19.2% increase for FY2023, with *ADA* trips up a healthy 8.7% to end the reporting year.

Although Night Owl ridership saw a decrease of 18.4% to 3,913 total trips, Park Township ended the fiscal year with an 8.1% gain, with 2,550 total rides.

On-time rates for Reserve-A-MAX decreased only slightly, from 99.4% to 99.3%. For fixed routes, the on-time rate decreased from 97.2% to 96.7%; both Reserve-A-MAX and fixed route services exceeded the FY2023 on-time goal of 95% or better.

Since the Authority was formed in 2000, MAX has provided 7,231,017 rides.

Included in additional sections are summaries of FY2023 ridership compared with FY2022—with detailed breakdowns by individual services and fixed routes:

FISCAL YEAR 2023 - RIDERSHIP

DEMAND-RESP.*	FY2023	FY2022	CHG.	FIXED RTE. 1-8, 11*	FY2023	FY2022	
Regular	3,078	14,463	-78.7%	Regular	105,044	116,018	-9.5%
Youth	64	82	-22.0%	Youth	10,711	9,333	14.8%
Senior	1,835	1,539	19.2%	Senior	23,496	17,839	31.7%
ADA	31,349	28,850	8.7%	ADA	30,412	35,306	-13.9%
Total	36,326	44,934	-19.2%	Total	169,663	178,496	-4.9%
NIGHT OWL	FY2023	FY2022	CHG.	ROUTE 9 & 10	FY2023	FY2022	CHG.
Regular	1,725	2,465	-30.0%	Regular	0	0	#DIV/0!
Youth	3	41	-92.7%	Youth	0	0	#DIV/0!
Senior	138	67	106.0%	Senior	0	0	#DIV/0!
ADA	2,047	2,223	-7.9%	ADA	0	0	#DIV/0!
Total	3,913	4,796	-18.4%	Total	0	0	#DIV/0!
PARK TWP.	FY2023	FY2022	CHG.	TOTAL RIDERSHIP	FY2023	FY2022	CHG.
Regular	142	792	-82.1%	Regular	109,847	132,946	-17.4%
Youth	1	1	0.0%	Youth	10,778	9,456	14.0%
Senior	450	114	294.7%	Senior	25,469	19,445	31.0%
ADA	1,957	1,452	34.8%	ADA	63,808	66,379	-3.9%
Total	2,550	2,359	8.1%	Total	209,902	228,226	-8.0%

*Includes Auxiliary Ridership: Downtown Park-N-Ride (Tulip Time), Groovewalk, etc.

<CONTINUED ON NEXT PAGE>

ROUTE 1				ROUTE 2				ROUTE 3			
	FY2023	FY2022	CHG.		FY2023	FY2022	CHG.		FY2023	FY2022	CHG.
Regular	16,055	18,248	-12.0%	Regular	16,020	19,324	-17.1%	Regular	10,592	12,357	-14.3%
Youth	537	610	-12.0%	Youth	1,228	2,166	-43.3%	Youth	2,704	1,854	45.8%
Senior	3,918	3,276	19.6%	Senior	2,628	2,019	30.2%	Senior	3,955	2,621	50.9%
ADA	4,650	5,493	-15.3%	ADA	5,302	6,158	-13.9%	ADA	2,490	2,966	-16.0%
Total	25,160	27,627	-8.9%	Total	25,178	29,667	-15.1%	Total	19,741	19,798	-0.3%

ROUTE 4				ROUTE 5				ROUTE 6			
	FY2023	FY2022	CHG.		FY2023	FY2022	CHG.		FY2023	FY2022	CHG.
Regular	11,037	11,816	-6.6%	Regular	12,106	13,847	-12.6%	Regular	19,286	18,569	3.9%
Youth	1,470	883	66.5%	Youth	975	711	37.1%	Youth	2,009	1,447	38.8%
Senior	2,962	1,954	51.6%	Senior	3,510	2,667	31.6%	Senior	3,223	2,677	20.4%
ADA	4,022	4,099	-1.9%	ADA	3,449	4,552	-24.2%	ADA	5,163	5,559	-7.1%
Total	19,491	18,752	3.9%	Total	20,040	21,777	-8.0%	Total	29,681	28,252	5.1%

ROUTE 7				ROUTE 8			
	FY2023	FY2022	CHG.		FY2023	FY2022	CHG.
Regular	10,984	11,860	-7.4%	Regular	8,964	9,997	-10.3%
Youth	873	1,045	-16.5%	Youth	915	617	48.3%
Senior	1,872	1,310	42.9%	Senior	1,428	1,315	8.6%
ADA	2,184	2,706	-19.3%	ADA	3,152	3,773	-16.5%
Total	15,913	16,921	-6.0%	Total	14,459	15,702	-7.9%

FY2023 FIXED ROUTE ON-TIME PERCENTAGE

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	AVG.
RTE 1	97.1%	98.8%	97.7%	98.7%	97.5%	97.7%	98.5%	97.8%	98.3%	96.5%	97.1%	98.1%	97.8%
RTE 2	88.5%	96.0%	96.8%	97.2%	94.1%	96.6%	97.5%	96.6%	96.1%	95.8%	95.9%	96.4%	95.6%
RTE 3	98.5%	98.3%	95.8%	95.3%	95.1%	94.9%	95.0%	95.4%	96.1%	94.1%	94.6%	96.0%	95.8%
RTE 4	97.1%	97.9%	95.6%	95.6%	93.4%	95.5%	95.5%	95.4%	95.9%	96.1%	95.7%	95.8%	95.8%
RTE 5	96.0%	96.9%	97.2%	97.0%	94.8%	96.3%	95.7%	96.7%	96.6%	95.8%	96.6%	97.5%	96.4%
RTE 6	98.7%	99.1%	98.4%	97.4%	97.2%	98.0%	97.0%	98.6%	98.4%	97.9%	98.1%	98.1%	98.1%
RTE 7	95.4%	98.1%	97.0%	97.6%	95.2%	96.9%	96.9%	97.2%	97.2%	97.0%	98.3%	98.2%	97.1%
RTE 8	95.6%	96.0%	96.4%	95.9%	94.6%	96.4%	96.3%	95.9%	97.4%	96.8%	97.0%	95.8%	96.2%
AVG.	96.1%	97.7%	96.9%	96.9%	95.0%	96.6%	96.6%	96.8%	97.1%	96.4%	96.7%	97.0%	96.7%
FY2022	97.4%	97.5%	97.8%	97.1%	97.6%	97.8%	97.6%	97.4%	97.0%	97.1%	96.5%	95.1%	97.2%
DIFF.	-1.3%	0.2%	-0.9%	-0.2%	-2.6%	-1.2%	-1.0%	-0.6%	0.1%	-0.7%	0.2%	1.9%	-0.5%

FISCAL YEAR GOAL - 95% OR BETTER (91% OR BETTER ON INDIVIDUAL FIXED ROUTE)

FY2023	96.7%
FY2022	97.2%
FY2021	97.3%
FY2020	95.1%
FY2019	95.6%
FY2018	95.5%
FY2017	96.0%
FY2016	94.6%
FY2015	95.0%
FY2014	95.8%

Additional Information:

A PDF providing additional FY2023 ridership information broken down by jurisdictional counts is included in the Authority Board agenda documents entitled: **ridershipbygovernmentunitFY2023**

MACATAWA AREA EXPRESS - MONTHLY RIDERSHIP SUMMARY

(NOTES: Some figures calculated using non-rounded numbers. AUXILIARY ridership includes counts for non-traditional services: Tulip Time Tours, Shuttle, Kertsmarket, etc.)

FIXED ROUTE

TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
OCT. '23	OCT. '22	% CHG.	OCT. '23	OCT. '22	% CHG.	OCT. '23	OCT. '22	% CHG.
2,460	1,998	23.1%	111.8	95.1	17.6%	0.0	0.0	#DIV/0!
2,358	1,911	23.4%	107.2	91.0	17.8%	0.0	0.0	#DIV/0!
1,809	2,021	-10.5%	82.2	96.2	-14.5%	0.0	0.0	#DIV/0!
1,881	1,402	34.2%	85.5	66.8	28.0%	0.0	0.0	#DIV/0!
2,119	1,353	56.6%	96.3	64.4	49.6%	0.0	0.0	#DIV/0!
3,168	2,145	47.7%	144.0	102.1	41.0%	0.0	0.0	#DIV/0!
1,290	1,485	-13.1%	58.6	70.7	-17.1%	0.0	0.0	#DIV/0!
1,332	1,262	5.5%	60.5	60.1	0.7%	0.0	0.0	#DIV/0!
0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
#REF!	0	#REF!	#REF!	0.0	#REF!	#REF!	0.0	#REF!
0	0	#DIV/0!	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
10,100	7,839	28.8%	459.1	373.3	23.0%	0.0	0.0	#DIV/0!
1,220	1,023	19.3%	55.5	48.7	13.9%	0.0	0.0	#DIV/0!
1,779	1,876	-5.2%	80.9	89.3	-9.4%	0.0	0.0	#DIV/0!
3,318	2,839	16.9%	150.8	135.2	11.6%	0.0	0.0	#DIV/0!
16,417	13,577	20.9%	746.2	646.5	15.4%	0.0	0.0	#DIV/0!

CITY OF HOLLAND
HOLLAND TWP.
CITY OF ZEELAND
ZEELAND TWP.
PARK TWP.
AUXILIARY

TOTAL MONTHLY BOARDING		
OCT. '23	OCT. '22	% CHG.
8,680	7,233	20.0%
6,472	5,146	25.8%
1,265	1,199	5.5%
0	0	#DIV/0!
0	0	#DIV/0!
0	0	#DIV/0!

TWILIGHT ROUTE

TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
OCT. '23	OCT. '22	% CHG.	OCT. '23	OCT. '22	% CHG.	OCT. '23	OCT. '22	% CHG.
0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
-	-	-	-	-	-	-	-	-
0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!

CITY OF HOLLAND
HOLLAND TWP.

TOTAL MONTHLY BOARDING		
OCT. '23	OCT. '22	% CHG.
0	0	#DIV/0!
0	0	#DIV/0!

DEMAND RESPONSE

TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
OCT. '23	OCT. '22	% CHG.	OCT. '23	OCT. '22	% CHG.	OCT. '23	OCT. '22	% CHG.
315	662	-52.4%	13.6	29.6	-54.1%	4.0	8.0	-50.0%
0	9	-100.0%	0.0	0.2	-100.0%	0.0	0.8	-100.0%
217	126	72.2%	9.4	6.0	56.8%	2.5	0.0	#DIV/0!
2,774	2,679	3.5%	121.0	121.0	0.0%	28.3	27.8	1.6%
3,306	3,476	-4.9%	144.0	156.8	-8.2%	34.8	36.6	-5.1%

CITY OF HOLLAND
HOLLAND TWP.
CITY OF ZEELAND
ZEELAND TWP.
PARK TWP.
AUXILIARY

TOTAL MONTHLY BOARDING		
OCT. '23	OCT. '22	% CHG.
1,505	1,836	-18.0%
1,305	1,224	6.6%
182	187	-2.7%
41	25	64.0%
273	204	33.8%
0	0	#DIV/0!

NIGHT OWL

TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
OCT. '23	OCT. '22	% CHG.	OCT. '23	OCT. '22	% CHG.	OCT. '23	OCT. '22	% CHG.
112	169	-33.7%	4.9	7.7	-36.8%	1.3	1.4	-10.7%
0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
17	6	183.3%	0.6	0.2	195.5%	1.0	0.2	400.0%
191	198	-3.5%	7.8	8.5	-8.6%	5.0	4.2	19.0%
320	373	-14.2%	13.2	16.4	-19.3%	7.3	5.8	25.0%

CITY OF HOLLAND
HOLLAND TWP.
CITY OF ZEELAND
ZEELAND TWP.

TOTAL MONTHLY BOARDING		
OCT. '23	OCT. '22	% CHG.
98	174	-43.7%
154	149	3.4%
68	49	38.8%
0	1	-100.0%

OVERALL RIDERSHIP

TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
OCT. '23	OCT. '22	% CHG.	OCT. '23	OCT. '22	% CHG.	OCT. '23	OCT. '22	% CHG.
10,527	8,670	21.4%	477.5	410.5	16.3%	5.3	9.4	-44.1%
1,220	1,032	18.2%	55.5	49.0	13.2%	0.0	0.8	-100.0%
2,013	2,008	0.2%	90.9	95.6	-5.0%	3.5	0.2	1650.0%
6,283	5,716	9.9%	279.5	264.6	5.6%	33.3	32.0	3.9%
20,043	17,426	15.0%	903.4	819.7	10.2%	42.0	42.4	-0.9%

CITY OF HOLLAND
HOLLAND TWP.
CITY OF ZEELAND
ZEELAND TWP.
PARK TWP.
AUXILIARY

TOTAL MONTHLY BOARDING		
OCT. '23	OCT. '22	% CHG.
10,283	9,243	11.3%
7,931	6,519	21.7%
1,515	1,435	5.6%
41	26	57.7%
273	204	33.8%
0	0	#DIV/0!

ON-TIME PERCENTAGE

OCT. '23	OCT. '22	DIFF. (+/-)
96.3%	96.1%	0.2%
99.4%	99.3%	0.1%

SERVICE DAYS

OCT. '23	OCT. '22
WEEKDAYS	22
SATURDAYS	21
	4
	5

FIXED ROUTE
DEMAND RESPONSE
TWILIGHT
NIGHT OWL
TBD

DISTRIBUTION OF RIDERSHIP		
OCT. '23	OCT. '22	DIFF. (+/-)
81.91%	77.91%	4.00%
16.49%	19.95%	-3.46%
0.00%	0.00%	0.00%
1.60%	2.14%	-0.54%
0.00%	0.00%	0.00%

Macatawa Area Express Ridership by Government Unit

Fiscal Year	Fixed Route													Reservation Service												
	Total Rides	City of Holland	%	Holland Twp.	%	City of Zeeland	%	Zeeland Twp.	%	Park Twp.		Auxiliary	%	Total Rides	City of Holland	%	Holland Twp.	%	City of Zeeland	%	Zeeland Twp.	%	Park Twp.	%	Auxiliary	%
Oct-21	14,570	7,045	48	6,361	44	1,164	8	0	0	0	0	0	0	3,781	2,051	54	1,341	35	201	5	21	1	167	4	0	0
Nov-21	14,675	7,350	50	6,186	42	1,139	8	0	0	0	0	0	0	3,794	2,052	54	1,267	33	178	5	23	1	202	5	72	2
Dec-21	13,965	6,982	50	5,859	42	1,124	8	0	0	0	0	0	0	3,534	1,896	54	1,233	35	181	5	34	1	190	5	0	0
Jan-22	13,236	6,604	50	5,527	42	1,105	8	0	0	0	0	0	0	3,349	1,826	55	1,162	35	162	5	31	1	168	5	0	0
Feb-22	15,720	7,830	50	6,461	41	1,429	9	0	0	0	0	0	0	3,587	1,892	53	1,273	35	213	6	25	1	184	5	0	0
Mar-22	19,155	9,846	51	7,665	40	1,644	9	0	0	0	0	0	0	4,061	2,152	53	1,456	36	218	5	27	1	208	5	0	0
Apr-22	16,385	8,401	51	6,696	41	1,288	8	0	0	0	0	0	0	3,637	2,017	55	1,236	34	203	6	22	1	159	4	0	0
May-22	13,863	6,880	50	5,605	40	1,378	10	0	0	0	0	0	0	3,764	2,131	57	1,187	32	222	6	27	1	183	5	14	0
Jun-22	14,556	7,250	50	6,110	42	1,196	8	0	0	0	0	0	0	3,966	2,254	57	1,229	31	228	6	31	1	224	6	0	0
Jul-22	13,283	6,648	50	5,523	42	1,112	8	0	0	0	0	0	0	3,510	1,999	57	1,105	31	175	5	26	1	205	6	0	0
Aug-22	14,959	7,810	52	6,044	40	1,105	7	0	0	0	0	0	0	4,154	2,319	56	1,335	32	208	5	32	1	260	6	0	0
Sep-22	14,129	7,342	52	5,555	39	1,232	9	0	0	0	0	0	0	3,797	2,117	56	1,272	34	176	5	23	1	209	6	0	0
Total	178,496	89,988	50	73,592	41	14,916	8	0	0	0	0	0	0	44,934	24,706	55	15,096	34	2,365	5	322	1	2,359	5	86	0
Oct-22	13,577	7,232	53	5,146	38	1,199	9	0	0	0	0	0	0	3,476	1,836	53	1,224	35	187	5	25	1	204	6	0	0
Nov-22	13,699	7,158	52	5,363	39	1,178	9	0	0	0	0	0	0	3,166	1,442	46	1,223	39	170	5	27	1	229	7	75	2
Dec-22	13,106	6,988	53	5,109	39	1,009	8	0	0	0	0	0	0	2,811	1,277	45	1,136	40	181	6	15	1	202	7	0	0
Jan-23	14,448	7,799	54	5,397	37	1,252	9	0	0	0	0	0	0	3,100	1,446	47	1,205	39	198	6	24	1	227	7	0	0
Feb-23	12,881	6,685	52	5,064	39	1,132	9	0	0	0	0	0	0	2,973	1,387	47	1,176	40	180	6	25	1	205	7	0	0
Mar-23	14,950	7,753	52	6,043	40	1,154	8	0	0	0	0	0	0	3,401	1,529	45	1,446	43	178	5	25	1	223	7	0	0
Apr-23	12,838	6,435	50	5,469	43	934	7	0	0	0	0	0	0	2,825	1,272	45	1,210	43	137	5	19	1	187	7	0	0
May-23	14,247	7,070	50	5,968	42	1,209	8	0	0	0	0	0	0	3,042	1,342	44	1,290	42	148	5	47	2	215	7	0	0
Jun-23	15,211	8,066	53	6,012	40	1,133	7	0	0	0	0	0	0	2,968	1,371	46	1,200	40	136	5	40	1	221	7	0	0
Jul-23	13,377	7,081	53	5,290	40	1,006	8	0	0	0	0	0	0	2,615	1,220	47	1,011	39	127	5	39	1	218	8	0	0
Aug-23	16,165	8,368	52	6,571	41	1,226	8	0	0	0	0	0	0	3,079	1,510	49	1,149	37	144	5	40	1	236	8	0	0
Sep-23	15,164	7,810	52	6,046	40	1,308	9	0	0	0	0	0	0	2,870	1,375	48	1,114	39	158	6	40	1	183	6	0	0
Total	169,663	88,445	52	67,478	40	13,740	8	0	0	0	0	0	0	36,326	17,007	47	14,384	40	1,944	5	366	1	2,550	7	75	0
Oct-23	16,417	8,680	53	6,472	39	1,265	8	0	0	0	0	0	0	3,306	1,505	46	1,305	39	182	6	41	1	273	8	0	0
Nov-23	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Dec-23	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Jan-24	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Feb-24	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Mar-24	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Apr-24	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
May-24	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Jun-24	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Jul-24	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Aug-24	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Sep-24	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Total	16,417	8,680	53	6,472	39	1,265	8	0	0	0	0	0	0	3,306	1,505	46	1,305	39	182	6	41	1	273	8	0	0

Macatawa Area Express Ridership by Government Unit

Fiscal Year	Twilight Fixed Route					Night Owl Service										Total Service													
	Total Rides	City of Holland	%	Holland Twp.	%	Total Rides	City of Holland	%	Holland Twp.	%	City of Zeeland	%	Zeeland Twp.	%	Total Rides	City of Holland	%	Holland Twp.	%	City of Zeeland	%	Zeeland Twp.	%	Park Twp.	%	Auxiliary	%		
Oct-21	0	0	###	0	###	387	184	48	146	38	55	14	2	1	18,738	9,280	50	7,848	42	1,420	8	23	0	167	1	0	0		
Nov-21	0	0	###	0	###	403	207	51	134	33	60	15	2	0	18,872	9,609	51	7,587	40	1,377	7	25	0	202	1	72	0		
Dec-21	0	0	###	0	###	403	190	47	148	37	61	15	4	1	17,902	9,068	51	7,240	40	1,366	8	38	0	190	1	0	0		
Jan-22	0	0	###	0	###	347	144	41	137	39	64	18	2	1	16,932	8,574	51	6,826	40	1,331	8	33	0	168	1	0	0		
Feb-22	0	0	###	0	###	368	172	47	118	32	78	21	0	0	19,675	9,894	50	7,852	40	1,720	9	25	0	184	1	0	0		
Mar-22	0	0	###	0	###	490	252	51	170	35	68	14	0	0	23,706	12,250	52	9,291	39	1,930	8	27	0	208	1	0	0		
Apr-22	0	0	###	0	###	485	224	46	173	36	87	18	1	0	20,507	10,642	52	8,105	40	1,578	8	23	0	159	1	0	0		
May-22	0	0	###	0	###	392	168	43	156	40	67	17	1	0	18,019	9,179	51	6,948	39	1,667	9	28	0	183	1	14	0		
Jun-22	0	0	###	0	###	408	183	45	164	40	57	14	4	1	18,930	9,687	51	7,503	40	1,481	8	35	0	224	1	0	0		
Jul-22	0	0	###	0	###	321	133	41	142	44	46	14	0	0	17,114	8,780	51	6,770	40	1,333	8	26	0	205	1	0	0		
Aug-22	0	0	###	0	###	427	203	48	173	41	50	12	1	0	19,540	10,332	53	7,552	39	1,363	7	33	0	260	1	0	0		
Sep-22	0	0	###	0	###	365	160	44	159	44	45	12	1	0	18,291	9,619	53	6,986	38	1,453	8	24	0	209	1	0	0		
Total	0	0	###	0	###	4,796	2,220	46	1,820	38	738	15	18	0	228,226	116,914	51	90,508	40	18,019	8	340	0	2,359	2	86	0		
Oct-22	0	0	###	0	###	373	174	47	149	40	49	13	1	0	17,426	9,242	53	6,519	37	1,435	8	26	0	204	1	0	0		
Nov-22	0	0	###	0	###	375	172	46	153	41	49	13	1	0	17,240	8,772	51	6,739	39	1,397	8	28	0	229	1	75	0		
Dec-22	0	0	###	0	###	304	151	50	108	36	45	15	0	0	16,221	8,416	52	6,353	39	1,235	8	15	0	202	1	0	0		
Jan-23	0	0	###	0	###	339	156	46	129	38	47	14	7	2	17,887	9,401	53	6,731	38	1,497	8	31	0	227	1	0	0		
Feb-23	0	0	###	0	###	334	165	49	121	36	43	13	5	1	16,188	8,237	51	6,361	39	1,355	8	30	0	205	1	0	0		
Mar-23	0	0	###	0	###	368	162	44	144	39	56	15	6	2	18,719	9,444	50	7,633	41	1,388	7	31	0	223	1	0	0		
Apr-23	0	0	###	0	###	329	125	38	150	46	48	15	6	2	15,992	7,832	49	6,829	43	1,119	7	25	0	187	1	0	0		
May-23	0	0	###	0	###	312	108	35	155	50	48	15	1	0	17,601	8,520	48	7,413	42	1,405	8	48	0	215	1	0	0		
Jun-23	0	0	###	0	###	308	112	36	144	47	50	16	2	1	18,487	9,549	52	7,356	40	1,319	7	42	0	221	1	0	0		
Jul-23	0	0	###	0	###	274	97	35	145	53	32	12	0	0	16,266	8,398	52	6,446	40	1,165	7	39	0	218	1	0	0		
Aug-23	0	0	###	0	###	308	86	28	156	51	64	21	2	1	19,552	9,964	51	7,876	40	1,434	7	42	0	236	1	0	0		
Sep-23	0	0	###	0	###	289	83	29	150	52	56	19	0	0	18,323	9,268	51	7,310	40	1,522	8	40	0	183	1	0	0		
Total	0	0	###	0	###	3,913	1,591	41	1,704	44	587	15	31	1	209,902	107,043	51	83,566	40	16,271	8	397	0	2,550	1	75	0		
Oct-23	0	0	###	0	###	320	98	31	154	48	68	21	0	0	20,043	10,283	51	7,931	40	1,515	8	41	0	273	1	0	0		
Nov-23	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###		
Dec-23	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###		
Jan-24	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###		
Feb-24	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###		
Mar-24	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###		
Apr-24	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###		
May-24	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###		
Jun-24	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###		
Jul-24	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###		
Aug-24	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###		
Sep-24	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###		
Total	0	0	###	0	###	320	98	31	154	48	68	21	0	0	20,043	10,283	51	7,931	40	1,515	8	41	0	273	1	0	0		

**Historical
Ridership
FY2000-FY2023
7,231,017**

**Historical
Ridership Through
FY2024
7,251,060**

Macatawa Area Express Transportation Authority

Meeting Date: November 27, 2023

Agenda Item:

Subject: Financial Reports for 10/31/2023—Unaudited

Prepared By: Julie Ziurinskas, City Finance

Recommendation: Accept Financial Reports as information

The Macatawa Area Express Transportation Authority started a new fiscal year (FY 2024) on October 1, 2023. Attached are Budget Performance Reports for the one month ended October 31, 2023.

Revenues

Operating revenues currently total \$214,167.35, or 3% of budget. The lower than anticipated amount is primarily a timing difference as a large portion of the revenues are not received until the end of the fiscal year. October operating revenues are mostly composed of fare collection revenues and the State Operating Assistance payment for October. Zeeland City, Zeeland Township, and Park Township are billed quarterly for services rendered. Federal Operating grant revenues are received mid-late September, and State Reimbursed PPT Tax Loss Payments are typically received near the end of the fiscal year.

Expenses

Operating expenses for the one month ended October 31, 2023 totaled \$425,940.59, or 6% of budget. Operating expenses appear to be in line with expectations overall, however, expenses for Department 171 are at 16% of budget with the Contractual Miscellaneous Services account already exceeding the budgeted amount for FY 2024 given a large payment to Routematch.

Grant Activity

- ✓ Federal Operating Grant Revenue: \$0 of \$1,291,618 budgeted has been received.
- ✓ State Operating Grant Revenue (received at the beginning of each month) - \$179,181 of \$2,179,779 has been received.
- ✓ New Freedom Grant (grant request submitted after the end of each quarter) - \$0 of \$142,500 has been received.
- ✓ Mobility Management Federal and State Grants (grant request submitted after the end of each quarter) - \$0 of \$70,000 has been received.
- ✓ Federal ARPA Operating Grant Revenue: \$0 of \$1,475,098 budgeted has been received.



Budget by Organization Report

Through 10/31/23
Prior Fiscal Year Activity Excluded
Detail Listing

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund									
REVENUE									
Department 000 - General Revenues									
INTEREST AND RENTS	10,000.00	.00	10,000.00	8,717.42	.00	8,717.42	1,282.58	87	1,380.58
OTHER	76,000.00	.00	76,000.00	.00	.00	.00	76,000.00	0	20.35
Department 000 - General Revenues Totals	\$86,000.00	\$0.00	\$86,000.00	\$8,717.42	\$0.00	\$8,717.42	\$77,282.58	10%	\$1,400.93
Department 537 - Routine Transit Operations									
Division 4 - General									
TAXES	1,387,950.00	.00	1,387,950.00	190.85	.00	190.85	1,387,759.15	0	25,735.31
STATE REVENUE SHARING	88,878.00	.00	88,878.00	.00	.00	.00	88,878.00	0	.00
CHARGES FOR SERVICE	225,800.00	.00	225,800.00	17,157.15	.00	17,157.15	208,642.85	8	15,843.10
INTEREST AND RENTS	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	1,315.35
OTHER	47,100.00	.00	47,100.00	(204.07)	.00	(204.07)	47,304.07	0	447.16
GAIN ON DISPOSAL OF CAPITAL ASSETS	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	.00
LOAN PROCEEDS	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division 4 - General Totals	\$1,804,728.00	\$0.00	\$1,804,728.00	\$17,143.93	\$0.00	\$17,143.93	\$1,787,584.07	1%	\$43,340.92
Division 5 - Grants									
FEDERAL GRANTS	3,433,309.00	.00	3,433,309.00	9,125.00	.00	9,125.00	3,424,184.00	0	4,149.00
STATE GRANTS	2,193,779.00	.00	2,193,779.00	179,181.00	.00	179,181.00	2,014,598.00	8	135,811.00
OTHER	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division 5 - Grants Totals	\$5,627,088.00	\$0.00	\$5,627,088.00	\$188,306.00	\$0.00	\$188,306.00	\$5,438,782.00	3%	\$139,960.00
Division 6 - Operating Assistance									
CHARGES FOR SERVICE	248,086.00	.00	248,086.00	.00	.00	.00	248,086.00	0	.00
OTHER	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division 6 - Operating Assistance Totals	\$248,086.00	\$0.00	\$248,086.00	\$0.00	\$0.00	\$0.00	\$248,086.00	0%	\$0.00
Division N - New Freedom									
TAXES	.00	.00	.00	.00	.00	.00	.00	+++	.00
CHARGES FOR SERVICE	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division N - New Freedom Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Division T - Trolley									
CHARGES FOR SERVICE	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	.00
Division T - Trolley Totals	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%	\$0.00
Department 537 - Routine Transit Operations Totals	\$7,684,402.00	\$0.00	\$7,684,402.00	\$205,449.93	\$0.00	\$205,449.93	\$7,478,952.07	3%	\$183,300.92
REVENUE TOTALS	\$7,770,402.00	\$0.00	\$7,770,402.00	\$214,167.35	\$0.00	\$214,167.35	\$7,556,234.65	3%	\$184,701.85
EXPENSE									
Department 171 - Management & Administration									
PERSONNEL SERVICES	487,506.00	.00	487,506.00	23,346.10	.00	23,346.10	464,159.90	5	26,459.47
OTHER CURRENT EXPENDITURES	389,147.00	.00	389,147.00	116,715.12	2,755.76	116,715.12	269,676.12	31	33,899.13
DEBT SERVICE	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division N - New Freedom									
PERSONNEL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	.00



Budget by Organization Report

Through 10/31/23
Prior Fiscal Year Activity Excluded
Detail Listing

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund									
EXPENSE									
Department 171 - Management & Administration									
Division N - New Freedom									
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
DEBT SERVICE	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division N - New Freedom Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 171 - Management & Administration Totals	\$876,653.00	\$0.00	\$876,653.00	\$140,061.22	\$2,755.76	\$140,061.22	\$733,836.02	16%	\$60,358.60
Department 266 - Customer Service & Marketing									
PERSONNEL SERVICES	534,700.00	.00	534,700.00	34,245.04	.00	34,245.04	500,454.96	6	29,959.92
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division M - Mobility Grant									
PERSONNEL SERVICES	.00	.00	.00	4,436.82	.00	4,436.82	(4,436.82)	+++	344.80
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
CAPITAL OUTLAY	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division M - Mobility Grant Totals	\$0.00	\$0.00	\$0.00	\$4,436.82	\$0.00	\$4,436.82	(\$4,436.82)	+++	\$344.80
Division N - New Freedom									
PERSONNEL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	.00
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division N - New Freedom Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 266 - Customer Service & Marketing Totals	\$534,700.00	\$0.00	\$534,700.00	\$38,681.86	\$0.00	\$38,681.86	\$496,018.14	7%	\$30,304.72
Department 537 - Routine Transit Operations									
PERSONNEL SERVICES	2,846,882.00	.00	2,846,882.00	172,736.15	.00	172,736.15	2,674,145.85	6	156,348.74
OTHER CURRENT EXPENDITURES	601,100.00	(33,173.00)	567,927.00	33,127.85	.00	33,127.85	534,799.15	6	57,182.39
Division N - New Freedom									
PERSONNEL SERVICES	.00	.00	.00	5,301.89	.00	5,301.89	(5,301.89)	+++	6,942.34
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division N - New Freedom Totals	\$0.00	\$0.00	\$0.00	\$5,301.89	\$0.00	\$5,301.89	(\$5,301.89)	+++	\$6,942.34
Division T - Trolley									
PERSONNEL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	.00
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division T - Trolley Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 537 - Routine Transit Operations Totals	\$3,447,982.00	(\$33,173.00)	\$3,414,809.00	\$211,165.89	\$0.00	\$211,165.89	\$3,203,643.11	6%	\$220,473.47
Department 591 - Transit Maintenance									
PERSONNEL SERVICES	226,775.00	.00	226,775.00	17,492.33	.00	17,492.33	209,282.67	8	13,199.50
OTHER CURRENT EXPENDITURES	390,904.00	.00	390,904.00	7,919.96	5,400.00	7,919.96	377,584.04	3	32,016.69
Division N - New Freedom									
PERSONNEL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	.00
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division N - New Freedom Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 591 - Transit Maintenance Totals	\$617,679.00	\$0.00	\$617,679.00	\$25,412.29	\$5,400.00	\$25,412.29	\$586,866.71	5%	\$45,216.19



Budget by Organization Report

Through 10/31/23
Prior Fiscal Year Activity Excluded
Detail Listing

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund									
EXPENSE									
Department 890 - Contingencies Appropriation									
CONTINGENCIES	300,000.00	.00	300,000.00	.00	.00	.00	300,000.00	0	.00
Department 890 - Contingencies Appropriation Totals	\$300,000.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$0.00	\$300,000.00	0%	\$0.00
Department CAP - Capital Outlay									
CAPITAL OUTLAY	1,993,388.00	(874,202.00)	1,119,186.00	10,619.33	.00	10,619.33	1,108,566.67	1	48,085.16
Department CAP - Capital Outlay Totals	\$1,993,388.00	(\$874,202.00)	\$1,119,186.00	\$10,619.33	\$0.00	\$10,619.33	\$1,108,566.67	1%	\$48,085.16
EXPENSE TOTALS	\$7,770,402.00	(\$907,375.00)	\$6,863,027.00	\$425,940.59	\$8,155.76	\$425,940.59	\$6,428,930.65	6%	\$404,438.14
Fund 103 - General Fund Totals									
REVENUE TOTALS	7,770,402.00	.00	7,770,402.00	214,167.35	.00	214,167.35	7,556,234.65	3%	184,701.85
EXPENSE TOTALS	7,770,402.00	(907,375.00)	6,863,027.00	425,940.59	8,155.76	425,940.59	6,428,930.65	6%	404,438.14
Fund 103 - General Fund Totals	\$0.00	\$907,375.00	\$907,375.00	(\$211,773.24)	(\$8,155.76)	(\$211,773.24)	\$1,127,304.00		(\$219,736.29)
Grand Totals									
REVENUE TOTALS	7,770,402.00	.00	7,770,402.00	214,167.35	.00	214,167.35	7,556,234.65	3%	184,701.85
EXPENSE TOTALS	7,770,402.00	(907,375.00)	6,863,027.00	425,940.59	8,155.76	425,940.59	6,428,930.65	6%	404,438.14
Grand Totals	\$0.00	\$907,375.00	\$907,375.00	(\$211,773.24)	(\$8,155.76)	(\$211,773.24)	\$1,127,304.00		(\$219,736.29)



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Fund 103 - General Fund										
Department 171 - Management & Administration										
EXPENSE										
710701.0	Payroll-Regular General	346,266.00	.00	346,266.00	15,492.86	.00	15,492.86	330,773.14	4	18,647.09
711702	Payroll - Paid Time Off	30,000.00	.00	30,000.00	985.56	.00	985.56	29,014.44	3	1,132.68
711703	Payroll - Holidays	7,470.00	.00	7,470.00	.00	.00	.00	7,470.00	0	.00
711714	Safety Incentive	844.00	.00	844.00	.00	.00	.00	844.00	0	.00
711716.1	Insurance Health	34,312.00	.00	34,312.00	3,391.16	.00	3,391.16	30,920.84	10	3,064.74
711716.2	Insurance Dental	2,647.00	.00	2,647.00	202.44	.00	202.44	2,444.56	8	224.10
711716.4	Insurance Vision	632.00	.00	632.00	66.42	.00	66.42	565.58	11	69.52
711717	Insurance - Life & AD&D	321.00	.00	321.00	32.12	.00	32.12	288.88	10	24.09
711718	Retirement Contribution	26,000.00	.00	26,000.00	1,642.46	.00	1,642.46	24,357.54	6	1,588.66
711720	Insurance - Income Protection	3,172.00	.00	3,172.00	296.09	.00	296.09	2,875.91	9	220.48
711725	Compensated Absences Adjustment	318.00	.00	318.00	.00	.00	.00	318.00	0	.00
712715	Employer FICA/Medicare Contribution	30,900.00	.00	30,900.00	1,236.99	.00	1,236.99	29,663.01	4	1,488.11
712724	Workers Comp Insurance	4,624.00	.00	4,624.00	.00	.00	.00	4,624.00	0	.00
721730	Postage	836.00	.00	836.00	.00	.00	.00	836.00	0	.00
721740.0	Operating Supplies General	10,000.00	.00	10,000.00	20.36	.00	20.36	9,979.64	0	503.03
721740.TECH	Operating Supplies Equipment IT	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
721905	Photocopies	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
722801.9000	Contractual-Promotions/Printing Printing	5,100.00	.00	5,100.00	.00	.00	.00	5,100.00	0	.00
722801.9010	Contractual-Promotions/Printing Advertising/Promotional	72,754.00	.00	72,754.00	2,771.18	.00	2,771.18	69,982.82	4	73.00
722801.9080	Contractual-Promotions/Printing Publishing-News Media	8,000.00	.00	8,000.00	317.89	.00	317.89	7,682.11	4	240.00
722803.9	Contractual-Human Resources Flex Benefits	2,500.00	.00	2,500.00	395.07	.00	395.07	2,104.93	16	384.00
722803.10	Contractual-Human Resources Employee Assistance	1,050.00	.00	1,050.00	.00	.00	.00	1,050.00	0	.00
722804	Contractual-Legal	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
722805.1	Contractual-Finance/Property Independent Audit	12,691.00	.00	12,691.00	.00	.00	.00	12,691.00	0	.00
722805.4	Contractual-Finance/Property Financial Service Fees	10,500.00	.00	10,500.00	265.81	.00	265.81	10,234.19	3	789.76
722805.12	Contractual-Finance/Property Accounting & Collections	90,971.00	.00	90,971.00	17,823.14	.00	17,823.14	73,147.86	20	9,156.41
722805.15	Contractual-Finance/Property Finance Software	.00	.00	.00	26,460.00	.00	26,460.00	(26,460.00)	+++	.00
722808.2	Contractual-Buildings & Grounds Greenway Solid Waste Disposal	1,068.00	.00	1,068.00	.00	.00	.00	1,068.00	0	.00
722808.3	Contractual-Buildings & Grounds Depot Solid Waste Disposal	750.00	.00	750.00	.00	.00	.00	750.00	0	.00
722809.41	Contractual-Miscellaneous Services	41,000.00	.00	41,000.00	53,960.34	.00	53,960.34	(12,960.34)	132	4,034.00
723850.0	Communications Telephone	8,530.00	.00	8,530.00	.00	.00	.00	8,530.00	0	.00
723850.CELL	Communications Cellular	12,646.00	.00	12,646.00	1,109.95	.00	1,109.95	11,536.05	9	871.21
723860	Travel, Conf, Seminars	11,000.00	.00	11,000.00	264.00	.00	264.00	10,736.00	2	.00
723920.1	Public Utilities Depot	20,000.00	.00	20,000.00	2,445.75	.00	2,445.75	17,554.25	12	1,741.04
723920.2	Public Utilities Greenway	31,391.00	.00	31,391.00	330.00	.00	330.00	31,061.00	1	472.86
723955.0	Miscellaneous General	2,525.00	.00	2,525.00	.00	.00	.00	2,525.00	0	.00



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Fund 103 - General Fund										
Department 171 - Management & Administration										
EXPENSE										
723955.11	Miscellaneous Internet Ticket Sales	3,000.00	.00	3,000.00	289.11	.00	289.11	2,710.89	10	179.76
723960	Education & Training	8,500.00	.00	8,500.00	.00	.00	.00	8,500.00	0	4,000.00
723961	Dues & Subscriptions	15,000.00	.00	15,000.00	10,256.00	.00	10,256.00	4,744.00	68	11,252.00
723964.2	Refunds Property Tax Prior Years	835.00	.00	835.00	6.52	.00	6.52	828.48	1	.00
723969	Employee Events	10,000.00	.00	10,000.00	.00	2,755.76	.00	7,244.24	28	202.06
EXPENSE TOTALS		\$876,653.00	\$0.00	\$876,653.00	\$140,061.22	\$2,755.76	\$140,061.22	\$733,836.02	16%	\$60,358.60
Department 171 - Management & Administration Totals		(\$876,653.00)	\$0.00	(\$876,653.00)	(\$140,061.22)	(\$2,755.76)	(\$140,061.22)	(\$733,836.02)	16%	(\$60,358.60)
Department 266 - Customer Service & Marketing										
EXPENSE										
710701.0	Payroll-Regular General	350,200.00	.00	350,200.00	19,580.90	.00	19,580.90	330,619.10	6	18,068.56
710707.0	Payroll-Temporary Help General	5,000.00	.00	5,000.00	1,839.76	.00	1,839.76	3,160.24	37	.00
710709.0	Payroll - Overtime General	.00	.00	.00	92.06	.00	92.06	(92.06)	+++	70.84
711702	Payroll - Paid Time Off	14,200.00	.00	14,200.00	973.00	.00	973.00	13,227.00	7	1,755.46
711703	Payroll - Holidays	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	.00
711714	Safety Incentive	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
711715	Shift Premium	.00	.00	.00	45.60	.00	45.60	(45.60)	+++	.00
711716.1	Insurance Health	90,000.00	.00	90,000.00	7,243.96	.00	7,243.96	82,756.04	8	5,981.60
711716.2	Insurance Dental	5,000.00	.00	5,000.00	518.56	.00	518.56	4,481.44	10	399.12
711716.4	Insurance Vision	1,200.00	.00	1,200.00	157.16	.00	157.16	1,042.84	13	120.34
711717	Insurance - Life & AD&D	800.00	.00	800.00	72.27	.00	72.27	727.73	9	72.27
711718	Retirement Contribution	20,000.00	.00	20,000.00	1,656.32	.00	1,656.32	18,343.68	8	1,610.90
711720	Insurance - Income Protection	4,500.00	.00	4,500.00	427.83	.00	427.83	4,072.17	10	427.83
712715	Employer FICA/Medicare Contribution	28,300.00	.00	28,300.00	1,637.62	.00	1,637.62	26,662.38	6	1,453.00
712724	Workers Comp Insurance	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	.00
EXPENSE TOTALS		\$534,700.00	\$0.00	\$534,700.00	\$34,245.04	\$0.00	\$34,245.04	\$500,454.96	6%	\$29,959.92
Division M - Mobility Grant										
EXPENSE										
710701.0	Payroll-Regular General	.00	.00	.00	4,079.34	.00	4,079.34	(4,079.34)	+++	320.35
710701.1	Payroll-Regular Drivers	.00	.00	.00	37.34	.00	37.34	(37.34)	+++	.00
712715	Employer FICA/Medicare Contribution	.00	.00	.00	320.14	.00	320.14	(320.14)	+++	24.45
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$4,436.82	\$0.00	\$4,436.82	(\$4,436.82)	+++	\$344.80
Division M - Mobility Grant Totals		\$0.00	\$0.00	\$0.00	(\$4,436.82)	\$0.00	(\$4,436.82)	\$4,436.82	+++	(\$344.80)
Department 266 - Customer Service & Marketing Totals										
Department 537 - Routine Transit Operations										
EXPENSE										
710701.1	Payroll-Regular Drivers	1,203,000.00	.00	1,203,000.00	67,315.15	.00	67,315.15	1,135,684.85	6	63,857.13
710701.2	Payroll-Regular Other Operations	386,250.00	.00	386,250.00	20,696.85	.00	20,696.85	365,553.15	5	17,151.84



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Fund 103 - General Fund										
Department 537 - Routine Transit Operations										
EXPENSE										
710701.3	Payroll-Regular Dispatch	113,300.00	.00	113,300.00	6,823.00	.00	6,823.00	106,477.00	6	5,594.71
710707.1	Payroll-Temporary Help Drivers	95,000.00	.00	95,000.00	7,435.96	.00	7,435.96	87,564.04	8	4,553.09
710707.2	Payroll-Temporary Help Other Operations	35,000.00	.00	35,000.00	.00	.00	.00	35,000.00	0	2,935.50
710709.1	Payroll - Overtime Drivers	50,000.00	.00	50,000.00	7,628.07	.00	7,628.07	42,371.93	15	2,562.29
710709.2	Payroll - Overtime Other Operations	.00	.00	.00	978.27	.00	978.27	(978.27)	+++	961.21
710709.3	Payroll - Overtime Dispatch	.00	.00	.00	193.32	.00	193.32	(193.32)	+++	490.12
711702	Payroll - Paid Time Off	110,000.00	.00	110,000.00	6,052.43	.00	6,052.43	103,947.57	6	7,480.50
711703	Payroll - Holidays	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0	.00
711705	Payroll - Bereavement	.00	.00	.00	379.72	.00	379.72	(379.72)	+++	.00
711714	Safety Incentive	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
711715	Shift Premium	.00	.00	.00	1,359.00	.00	1,359.00	(1,359.00)	+++	.00
711716.1	Insurance Health	400,000.00	.00	400,000.00	31,135.44	.00	31,135.44	368,864.56	8	29,432.50
711716.2	Insurance Dental	28,000.00	.00	28,000.00	1,915.22	.00	1,915.22	26,084.78	7	2,140.58
711716.4	Insurance Vision	8,000.00	.00	8,000.00	597.68	.00	597.68	7,402.32	7	648.69
711717	Insurance - Life & AD&D	3,500.00	.00	3,500.00	297.10	.00	297.10	3,202.90	8	303.93
711718	Retirement Contribution	110,000.00	.00	110,000.00	8,953.37	.00	8,953.37	101,046.63	8	8,150.42
711720	Insurance - Income Protection	37,532.00	.00	37,532.00	2,277.16	.00	2,277.16	35,254.84	6	2,312.62
711725	Compensated Absences Adjustment	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00
712715	Employer FICA/Medicare Contribution	152,300.00	.00	152,300.00	8,698.41	.00	8,698.41	143,601.59	6	7,773.61
712723	Unemployment Comp Insurance	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
712724	Workers Comp Insurance	35,000.00	.00	35,000.00	.00	.00	.00	35,000.00	0	.00
721742	Anti-Freeze & Oil	3,000.00	.00	3,000.00	434.60	.00	434.60	2,565.40	14	474.88
721744.UNIF	Clothing Uniforms	21,000.00	(1,003.00)	19,997.00	.00	.00	.00	19,997.00	0	.00
721748.0	Gasoline General	350,000.00	.00	350,000.00	25,299.33	.00	25,299.33	324,700.67	7	.00
721939.3	Vehicle Maintenance Tires	25,000.00	(32,170.00)	(7,170.00)	1,954.92	.00	1,954.92	(9,124.92)	-27	1,654.87
722803.6	Contractual-Human Resources Drug/Alcohol Testing	10,000.00	.00	10,000.00	442.00	.00	442.00	9,558.00	4	954.25
723860	Travel, Conf, Seminars	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	.00
723910.0	Commercial Insurance Premiums General	175,000.00	.00	175,000.00	4,997.00	.00	4,997.00	170,003.00	3	53,135.00
723910.1	Commercial Insurance Premiums Depot	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	963.39
723964.3	Refunds Operating Assistance PY	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
EXPENSE TOTALS		\$3,447,982.00	(\$33,173.00)	\$3,414,809.00	\$205,864.00	\$0.00	\$205,864.00	\$3,208,945.00	6%	\$213,531.13
Division N - New Freedom										
EXPENSE										
710701.1	Payroll-Regular Drivers	.00	.00	.00	3,999.26	.00	3,999.26	(3,999.26)	+++	6,048.94
710701.3	Payroll-Regular Dispatch	.00	.00	.00	452.19	.00	452.19	(452.19)	+++	.00
710709.1	Payroll - Overtime Drivers	.00	.00	.00	297.23	.00	297.23	(297.23)	+++	431.40
711715	Shift Premium	.00	.00	.00	182.40	.00	182.40	(182.40)	+++	.00



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Fund 103 - General Fund										
Department 537 - Routine Transit Operations										
Division N - New Freedom										
EXPENSE										
712715	Employer FICA/Medicare Contribution	.00	.00	.00	370.81	.00	370.81	(370.81)	+++	462.00
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$5,301.89	\$0.00	\$5,301.89	(\$5,301.89)	+++	\$6,942.34
Division N - New Freedom Totals		\$0.00	\$0.00	\$0.00	(\$5,301.89)	\$0.00	(\$5,301.89)	\$5,301.89	+++	(\$6,942.34)
Department 537 - Routine Transit Operations Totals		(\$3,447,982.00)	\$33,173.00	(\$3,414,809.00)	(\$211,165.89)	\$0.00	(\$211,165.89)	(\$3,203,643.11)	6%	(\$220,473.47)
Department 591 - Transit Maintenance										
EXPENSE										
710701.0	Payroll-Regular General	121,500.00	.00	121,500.00	7,946.42	.00	7,946.42	113,553.58	7	5,751.60
710707.0	Payroll-Temporary Help General	33,475.00	.00	33,475.00	2,444.79	.00	2,444.79	31,030.21	7	2,239.72
710709.0	Payroll - Overtime General	.00	.00	.00	1,365.40	.00	1,365.40	(1,365.40)	+++	1,334.67
711702	Payroll - Paid Time Off	8,000.00	.00	8,000.00	232.50	.00	232.50	7,767.50	3	.00
711703	Payroll - Holidays	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
711714	Safety Incentive	600.00	.00	600.00	.00	.00	.00	600.00	0	.00
711715	Shift Premium	.00	.00	.00	207.60	.00	207.60	(207.60)	+++	.00
711716.1	Insurance Health	30,000.00	.00	30,000.00	3,163.50	.00	3,163.50	26,836.50	11	2,272.06
711716.2	Insurance Dental	3,500.00	.00	3,500.00	227.60	.00	227.60	3,272.40	7	162.62
711716.4	Insurance Vision	1,200.00	.00	1,200.00	67.00	.00	67.00	1,133.00	6	47.32
711717	Insurance - Life & AD&D	300.00	.00	300.00	24.09	.00	24.09	275.91	8	16.06
711718	Retirement Contribution	8,000.00	.00	8,000.00	748.11	.00	748.11	7,251.89	9	566.91
711720	Insurance - Income Protection	1,800.00	.00	1,800.00	167.58	.00	167.58	1,632.42	9	120.48
712715	Employer FICA/Medicare Contribution	12,400.00	.00	12,400.00	897.74	.00	897.74	11,502.26	7	688.06
712724	Workers Comp Insurance	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
721740.8	Operating Supplies Cleaning Materials	15,000.00	.00	15,000.00	1,544.34	5,400.00	1,544.34	8,055.66	46	1,254.35
721740.18	Operating Supplies Repair Parts	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
721931.1	Building & Grounds Maintenance Depot	15,000.00	.00	15,000.00	3,700.57	.00	3,700.57	11,299.43	25	305.70
721931.2	Building & Grounds Maintenance Greenway	25,000.00	.00	25,000.00	1,310.19	.00	1,310.19	23,689.81	5	1,605.38
721932.1	Mechanical Maintenance Depot	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
721933.1	Equipment Maintenance Radio Maintenance	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
721933.2	Equipment Maintenance Office Equipment	4,000.00	.00	4,000.00	1,031.11	.00	1,031.11	2,968.89	26	600.83
721939.1	Vehicle Maintenance Mechanical	304,404.00	.00	304,404.00	333.75	.00	333.75	304,070.25	0	28,197.63
721939.4	Vehicle Maintenance Bodywork	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	52.80
721939.6	Vehicle Maintenance Graphics	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
722808.1	Contractual-Buildings & Grounds Depot Janitorial	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
722808.4	Contractual-Buildings & Grounds Depot Lawn Care	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
722808.5	Contractual-Buildings & Grounds Depot Snow Removal	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	.00
EXPENSE TOTALS		\$617,679.00	\$0.00	\$617,679.00	\$25,412.29	\$5,400.00	\$25,412.29	\$586,866.71	5%	\$45,216.19
Department 591 - Transit Maintenance Totals		(\$617,679.00)	\$0.00	(\$617,679.00)	(\$25,412.29)	(\$5,400.00)	(\$25,412.29)	(\$586,866.71)	5%	(\$45,216.19)

Expense Budget Performance Report

Fiscal Year to Date 10/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund										
Department 890 - Contingencies Appropriation										
EXPENSE										
770956.0	Contingency General	300,000.00	.00	300,000.00	.00	.00	.00	300,000.00	0	.00
EXPENSE TOTALS		\$300,000.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$0.00	\$300,000.00	0%	\$0.00
Department 890 - Contingencies Appropriation Totals		(\$300,000.00)	\$0.00	(\$300,000.00)	\$0.00	\$0.00	\$0.00	(\$300,000.00)	0%	\$0.00
Department CAP - Capital Outlay										
EXPENSE										
730974	Land Improvements	500,000.00	.00	500,000.00	.00	.00	.00	500,000.00	0	.00
730975.10	Buildings & Structures Grant MI-2021-010	.00	.00	.00	.00	.00	.00	.00	+++	41,709.00
730977	Machinery & Equipment	45,000.00	.00	45,000.00	.00	.00	.00	45,000.00	0	540.16
730977.10	Machinery & Equipment Grant MI-2021-010	.00	(3,996.00)	(3,996.00)	.00	.00	.00	(3,996.00)	0	5,836.00
730977.39	Machinery & Equipment Grant MI-2020-039	.00	.00	.00	10,619.33	.00	10,619.33	(10,619.33)	+++	.00
730981	Vehicle	1,448,388.00	.00	1,448,388.00	.00	.00	.00	1,448,388.00	0	.00
730981.10	Vehicle Grant MI-2021-010	.00	(870,206.00)	(870,206.00)	.00	.00	.00	(870,206.00)	0	.00
EXPENSE TOTALS		\$1,993,388.00	(\$874,202.00)	\$1,119,186.00	\$10,619.33	\$0.00	\$10,619.33	\$1,108,566.67	1%	\$48,085.16
Department CAP - Capital Outlay Totals		(\$1,993,388.00)	\$874,202.00	(\$1,119,186.00)	(\$10,619.33)	\$0.00	(\$10,619.33)	(\$1,108,566.67)	1%	(\$48,085.16)
Fund 103 - General Fund Totals		\$7,770,402.00	(\$907,375.00)	\$6,863,027.00	\$425,940.59	\$8,155.76	\$425,940.59	\$6,428,930.65		\$404,438.14
Grand Totals		\$7,770,402.00	(\$907,375.00)	\$6,863,027.00	\$425,940.59	\$8,155.76	\$425,940.59	\$6,428,930.65		\$404,438.14



Revenue Budget Performance Report

Fiscal Year to Date 10/31/23
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund										
Department 000 - General Revenues										
REVENUE										
480665	Investment Income	10,000.00	.00	10,000.00	8,717.42	.00	8,717.42	1,282.58	87	1,380.58
490675.0	Private Donations General	75,000.00	.00	75,000.00	.00	.00	.00	75,000.00	0	.00
490692.0	Miscellaneous General	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	20.35
REVENUE TOTALS		\$86,000.00	\$0.00	\$86,000.00	\$8,717.42	\$0.00	\$8,717.42	\$77,282.58	10%	\$1,400.93
Department 000 - General Revenues Totals		\$86,000.00	\$0.00	\$86,000.00	\$8,717.42	\$0.00	\$8,717.42	\$77,282.58	10%	\$1,400.93
Department 537 - Routine Transit Operations										
Division 4 - General										
REVENUE										
400402	Property Tax	1,358,450.00	.00	1,358,450.00	.00	.00	.00	1,358,450.00	0	23,781.74
400423	Service Charge in Lieu of Taxes	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
400437.0	Property Taxes IFT IFT Levy - General	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	1,671.39
400445	Interest & Penalties (Taxes)	1,500.00	.00	1,500.00	190.85	.00	190.85	1,309.15	13	282.18
440573	State-Reim Local PPT Tax Loss	88,878.00	.00	88,878.00	.00	.00	.00	88,878.00	0	.00
460644.1	Concessions & Commissions Bus Signage-Advertising Commiss	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00
460651.1B	Use & Admissions Fees Fares-Bus Fleet Rental	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	.00
460651.1D	Use & Admissions Fees Fares-Demand/Response	50,000.00	.00	50,000.00	5,502.35	.00	5,502.35	44,497.65	11	4,389.60
460651.1F	Use & Admissions Fees Fares-Fixed Route	55,000.00	.00	55,000.00	5,419.00	.00	5,419.00	49,581.00	10	4,549.40
460651.1R	Use & Admissions Fees Fares-Adult Monthly	32,000.00	.00	32,000.00	2,134.50	.00	2,134.50	29,865.50	7	3,162.00
460651.1S	Use & Admissions Fees Fares-Daily Pass	2,000.00	.00	2,000.00	830.30	.00	830.30	1,169.70	42	96.60
460651.1T	Use & Admissions Fees Fares-Tickets	1,800.00	.00	1,800.00	.00	.00	.00	1,800.00	0	.00
460651.1X	Use & Admissions Fees Fares-Student Pass	5,500.00	.00	5,500.00	172.50	.00	172.50	5,327.50	3	138.00
460651.1DW	Use & Admissions Fees Fares-Reduced Demand/Response	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	100.00
460651.1FD	Use & Admissions Fees Fares-Reduced Monthly (Fixed/DR)	36,000.00	.00	36,000.00	2,640.00	.00	2,640.00	33,360.00	7	3,060.00
460651.1FR	Use & Admissions Fees Fares-Reduced Fixed Route	3,000.00	.00	3,000.00	338.50	.00	338.50	2,661.50	11	257.50
460651.1WP	Use & Admissions Fees Fares-Adult Weekly	3,000.00	.00	3,000.00	120.00	.00	120.00	2,880.00	4	90.00
480669.C	Rental Bus / Motor Coach	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
480669.D	Rental Amtrak	.00	.00	.00	.00	.00	.00	.00	+++	1,315.35
490683.1	Reimbursements Michigan Transit Pool	45,000.00	.00	45,000.00	.00	.00	.00	45,000.00	0	.00
490685.1	Recoveries Insurance	1,800.00	.00	1,800.00	.00	.00	.00	1,800.00	0	.00
490692.0	Miscellaneous General	100.00	.00	100.00	(1.01)	.00	(1.01)	101.01	-1	.00
490692.E	Miscellaneous Lost Eligible Pass	200.00	.00	200.00	.00	.00	.00	200.00	0	10.00
490694	Cash Short/Over	.00	.00	.00	(203.06)	.00	(203.06)	203.06	+++	437.16
570674	Sale of Fixed Assets	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	.00
REVENUE TOTALS		\$1,804,728.00	\$0.00	\$1,804,728.00	\$17,143.93	\$0.00	\$17,143.93	\$1,787,584.07	1%	\$43,340.92
Division 4 - General Totals		\$1,804,728.00	\$0.00	\$1,804,728.00	\$17,143.93	\$0.00	\$17,143.93	\$1,787,584.07	1%	\$43,340.92



Revenue Budget Performance Report

Fiscal Year to Date 10/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund										
Department 537 - Routine Transit Operations										
Division 5 - Grants										
REVENUE										
540536.1	Federal Operating (Current Year)	566,000.00	.00	566,000.00	.00	.00	.00	566,000.00	0	.00
540536.4	Federal Mobility Management	56,000.00	.00	56,000.00	.00	.00	.00	56,000.00	0	.00
540536.6	Federal New Freedom	142,500.00	.00	142,500.00	.00	.00	.00	142,500.00	0	.00
540536.8	Federal Capital Outlay	1,193,711.00	.00	1,193,711.00	9,125.00	.00	9,125.00	1,184,586.00	1	4,149.00
540536.3A	Federal ARPA	1,475,098.00	.00	1,475,098.00	.00	.00	.00	1,475,098.00	0	.00
550570.1	State Operating (Current Year)	2,179,779.00	.00	2,179,779.00	179,181.00	.00	179,181.00	2,000,598.00	8	135,811.00
550570.4	State Mobility Management	14,000.00	.00	14,000.00	.00	.00	.00	14,000.00	0	.00
REVENUE TOTALS		\$5,627,088.00	\$0.00	\$5,627,088.00	\$188,306.00	\$0.00	\$188,306.00	\$5,438,782.00	3%	\$139,960.00
Division 5 - Grants Totals		\$5,627,088.00	\$0.00	\$5,627,088.00	\$188,306.00	\$0.00	\$188,306.00	\$5,438,782.00	3%	\$139,960.00
Division 6 - Operating Assistance										
REVENUE										
460627.1	Charges for Services Rendered Zeeland City	62,862.00	.00	62,862.00	.00	.00	.00	62,862.00	0	.00
460627.2	Charges for Services Rendered Park Township	137,190.00	.00	137,190.00	.00	.00	.00	137,190.00	0	.00
460627.9	Charges for Services Rendered Zeeland Twp	8,034.00	.00	8,034.00	.00	.00	.00	8,034.00	0	.00
460627.IN	Charges for Services Rendered MAX Share-Sale Mtr Coach Tickets	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
460627.INPS	Charges for Services Rendered Pass-Thru Sale Mtr Coach Tickets	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
REVENUE TOTALS		\$248,086.00	\$0.00	\$248,086.00	\$0.00	\$0.00	\$0.00	\$248,086.00	0%	\$0.00
Division 6 - Operating Assistance Totals		\$248,086.00	\$0.00	\$248,086.00	\$0.00	\$0.00	\$0.00	\$248,086.00	0%	\$0.00
Division T - Trolley										
REVENUE										
460651.2	Use & Admissions Fees Trolley Fares	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
460651.2C	Use & Admissions Fees Trolley Cleaning Fees	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
REVENUE TOTALS		\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%	\$0.00
Division T - Trolley Totals		\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%	\$0.00
Department 537 - Routine Transit Operations Totals		\$7,684,402.00	\$0.00	\$7,684,402.00	\$205,449.93	\$0.00	\$205,449.93	\$7,478,952.07	3%	\$183,300.92
Fund 103 - General Fund Totals		\$7,770,402.00	\$0.00	\$7,770,402.00	\$214,167.35	\$0.00	\$214,167.35	\$7,556,234.65		\$184,701.85
Grand Totals		\$7,770,402.00	\$0.00	\$7,770,402.00	\$214,167.35	\$0.00	\$214,167.35	\$7,556,234.65		\$184,701.85

Invoice Process Status	Paid
Journal Type	Journal Entry
Organization	(Multiple Items)
Account Code And Description	(Multiple Items)
Detail Account Code	(Multiple Items)
Entered Date.Fiscal	(Multiple Items)



AP Check dt 10/5/23

GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-171-721740.0	PERDOK, MICHELLE	2023-00000279	MAX - PETTY CASH REIMBURSEMENT	9.53
103-171-722809.41	LEFF, SARAH	LS03072	MAX - WEBSITE MAINTENANCE AND HOSTING	125.00
	ROUTEMATCH SOFTWARE LLC - ACH	RMSMA00000997	MAX - LICENSES	15,400.00
		RMSMA00001077	MAX - LICENSES	1,600.11
103-171-723860	PERDOK, MICHELLE	2023-00000279	MAX - PETTY CASH REIMBURSEMENT	67.17
103-171-723920.1	HOLLAND BOARD OF PUBLIC WORKS	2023-00000278	MAX	11.25
103-171-723969	PERDOK, MICHELLE	2023-00000279	MAX - PETTY CASH REIMBURSEMENT	191.53
103-537-721744.UNIF	CHROMATIC GRAPHICS INC	66257	MAX - EMBROIDERY	74.00
103-537-722803.6	BRITT CHIROPRACTIC	166	MAX - AGILITY TESTING	250.00
103-591-721740.8	ONE WAY PRODUCTS, INC	776732	MAX - WASH AND WAX	1,013.46
103-591-721931.1	NEW DAWN LINEN SERVICE, LLC	29077	MAX - RUGS	43.31
103-591-721931.2	PERDOK, MICHELLE	2023-00000279	MAX - PETTY CASH REIMBURSEMENT	25.90
103-591-721939.1	K&R TRUCK REPAIR	R201102755.01	MAX HEAVY DUTY TOWING	440.20
103-CAP-730977.39	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE INC	94572261	ARCGIS ONLINE BUNDLE - ANNUAL SUBSCRIPTION	9,125.00
750-210231.K	AFLAC	2023-00000277	SEPTEMBER 2023 INSURANCE PREMIUM	703.56
Grand Total				29,080.02

Invoice Process Status	Paid
Journal Type	Journal Entry
Organization	(Multiple Items)
Account Code And Description	(Multiple Items)
Detail Account Code	(Multiple Items)
Entered Date.Fiscal	(Multiple Items)



AP Check dt 10/12/23

GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-171-721730	PITNEY BOWES BANK INC PURCHASE POWER	2023-00000281	MAX	520.99
103-171-722801.9010	MIDWEST COMMUNICATIONS, INC	591502-7	MAX - ADS IN SEPTEMBER	385.56
		591502-8	MAX - AD DURING TIGERS GAME	14.28
	OTTAWA COUNTY WINDOW CLEANING	27094	MAX - HOLIDAY LIGHTING PROGRAM	2,507.90
103-171-722803.9	KUSHNER & COMPANY INC	87603	MAX - SEPTEMBER SERVICES	135.00
103-171-722809.41	ROUTEMATCH SOFTWARE LLC - ACH	RMSMA00000997-2	SOFTWARE LICENSES FOR MAX	34,248.00
		RMSMA00001077-2	SOFTWARE LICENSES FOR MAX	17,601.24
	SURPRENANT, VERNA	6110	DEPOT CLEANING SERVICES SEPTEMBER 2023	1,350.00
103-171-723920.2	HOLLAND BOARD OF PUBLIC WORKS	2023-00000280	MAX	40.00
103-537-721939.3	THE GOODYEAR TIRE & RUBBER COMPANY	209-1040356	MAX - TIRES	974.96
		209-1040357	MAX - TIRES	974.96
103-537-722803.6	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C.	715011253	MAX - MEDICAL SERVICES	49.00
		715021134	MAX - MEDICAL SERVICES	49.00
		715031200	MAX - MEDICAL SERVICES	180.00
		715042539	MAX - MEDICAL SERVICES	340.00
103-591-721931.1	MACATAWA PLUMBING, INC	47489	MAX - BACKFLOW PREVENTERS AT THE DEPOT	186.00
	NEW DAWN LINEN SERVICE, LLC	29386	MAX - RUGS	43.31
103-591-721931.2	HUSKY GLASS, LLC	23-230	MAX - REPLACE GLASS IN BUS STOP WINDOW	211.00
	QUALITY DOOR COMPANY, INC	34230848	MAX - GREENWAY DOOR REPAIR	204.69
	VAN DYKEN MECHANICAL, INC	342122	MAX - PREVENTITIVE MAINTENANCE GREENWAY	691.00
103-591-721933.2	KONICA MINOLTA BUSINESS SOLUTIONS USA INC	5026874086	MAX - COPIER SERVICES	378.00
103-CAP-730977.16	TRANSCO GROUP USA INC	31165	MAX - STUDY AND ROUTE PLAN SERVICES THROUGH 9/29/23	13,436.60
750-210231.D	MISSION SQUARE	2024-00000003	DEF-ICMA% - Deferred Comp - ICMA %*	2,080.07
750-210231.HB	HOLLAND CITY TREASURER	2024-18	MAX - SEPTEMBER HEALTH INSURANCE PREMIUMS	48,818.09
750-210231.HS	MERCANTILE BANK OF MICHIGAN - ACH	2024-00000001	HSA-ADD - HSA Additional Contribution	470.76
750-210231.M	MERS - ACH	2024-00000002	PENSION - Pension - Original*	11,265.64
Grand Total				137,156.05

Invoice Process Status	Paid
Journal Type	Journal Entry
Organization	(Multiple Items)
Account Code And Description	(Multiple Items)
Detail Account Code	(Multiple Items)
Entered Date.Fiscal	(Multiple Items)



AP Check dt 10/19/23

GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-118128.0	HOLLAND CITY TREASURER	2023-0036	MAX - BS&A SOFTWARE	26,460.00
103-171-721730	PITNEY BOWES BANK INC PURCHASE POWER	2023-00000285	MAX	57.25
103-171-721740.0	ACTION INDUSTRIAL SUPPLY COMPANY	4318905	MAX - GLOVES	20.36
103-171-722801.9080	ZEELAND RECORD	1038159	MAX ADS FOR HIRING IN SEPTEMBER 2023	88.00
103-171-722804	MILLER, JOHNSON, SNEEL & CUMMISKEY P.L.C.	1898663	MAX - SEPTEMBER LEGAL	135.00
103-171-722805.12	HOLLAND CITY TREASURER	2024-09	MAX - OCTOBER 2023 IT SERVICES	250.00
		2024-9	MAX - FINANCE AND TREASURER FOR OCTOBER 2023	9,447.51
103-171-722809.41	CCS TECHNOLOGIES, INC	157185	MAX - SERVICES	933.00
103-171-723850.0	AT&T MOBILITY	2023-00000282	MAX	181.29
103-171-723850.CELL	VERIZON WIRELESS	9946564490	MAX - CELL SERVICES	1,109.95
103-171-723920.1	HOLLAND BOARD OF PUBLIC WORKS	2023-00000284	MAX - UTILITIES DUE 10/22/23	2,921.92
103-171-723920.2	HOLLAND BOARD OF PUBLIC WORKS	2023-00000283	MAX	1,125.04
		2023-00000284	MAX - UTILITIES DUE 10/22/23	290.00
103-171-723961	MACATAWA AREA COORDINATING COUNCIL	2446	ANNUAL DUES FOR 10/1/23-9/30/24	6,000.00
	MICHIGAN PUBLIC TRANSIT ASSOCIATION	3615	FISCAL YEAR 2024 TRANSIT MEMBER DUES FOR MAX	4,256.00
103-537-721748.0	HOLLAND CITY TREASURER	2024-0006	MAX - FUEL FOR SEPTEMBER 2023	25,401.36
103-537-721939.3	THE GOODYEAR TIRE & RUBBER COMPANY	209-1040394	MAX - TIRES	974.96
103-591-721740.8	ARNOLD SALES	1407110	MAX - SUPPLIES	565.81
103-591-721931.1	GUARDIAN ALARM OF MICHIGAN INC	22949433	MAX - 11/9/23-2/8/24 MONITORING AT DEPOT	105.54
103-591-721931.2	LAKESHORE IRRIGATION, LLC	45726	GREENWAY WINTERIZATION OF SPRINKLING	114.50
103-591-721939.1	HOLLAND CITY TREASURER	2024-10	MAX - MAINTENANCE CHARGES FOR SEPTEMBER 2023	33,105.16
750-210231.M	ALDER, GARY	2023-00000286	MERS REIMBURSEMENT	5.00
	ANDREWS, STACEY	2023-00000287	MERS REIMBURSEMENT	5.00
	ASH, CHRISTINE	2023-00000288	MERS REIMBURSEMENT	5.00
	BELTRAN JR, BALTAZAR	2023-00000289	MERS REIMBURSEMENT	10.00
	BENCH, DANIEL	2023-00000290	MERS REIMBURSEMENT	29.00
	BORR, DAVID	2023-00000291	MERS REIMBURSEMENT	5.00
	BROTT, DAWN	2023-00000292	MERS REIMBURSEMENT	7.00
	BROWER, ROGER	2023-00000293	MERS REIMBURSEMENT	5.00
	CALVO, ESTER	2023-00000294	MERS REIMBURSEMENT	5.00
	CALVO, ROBIN	2023-00000295	MERS REIMBURSEMENT	5.00
	CROSS, DAVID	2023-00000296	MERS REIMBURSEMENT	5.00
	DIAMOND, KIERSTEN	2023-00000297	MERS REIMBURSEMENT	5.00
	DIRKSE, JERRY	2023-00000298	MERS REIMBURSEMENT	5.00
	DORA, WILLIAM	2023-00000299	MERS REIMBURSEMENT	5.00
	ELENBAAS, DOUGLAS	2023-00000300	MERS REIMBURSEMENT	7.00
	GARCIA, BETTY	2023-00000301	MERS REIMBURSEMENT	5.00
	GORBY, SUSAN	2023-00000302	MERS REIMBURSEMENT	5.00
	GUINN, MATTHEW	2023-00000303	MERS REIMBURSEMENT	7.00
	HALL, MEGAN	2023-00000304	MERS REIMBURSEMENT	6.00
	HIGGS, MERRI BETH	2023-00000305	MERS REIMBURSEMENT	5.00
	HOEKWATER, ELISA	2023-00000306	MERS REIMBURSEMENT	5.00
	HONOR, WALTER	2023-00000307	MERS REIMBURSEMENT	5.00
	JOHNSTON, JACQUELINE	2023-00000308	MERS REIMBURSEMENT	5.00
	JONES, MARK	2023-00000309	MERS REIMBURSEMENT	5.00
	LOPEZ, JAVIER	2023-00000310	MERS REIMBURSEMENT	5.00
	LOPEZ, JUANA	2023-00000311	MERS REIMBURSEMENT	5.00
	LUBBEN, THOMAS	2023-00000312	MERS REIMBURSEMENT	5.00
	LYNN, KATHY	2023-00000313	MERS REIMBURSEMENT	5.00
	MEEUSEN, WILLIAM	2023-00000314	MERS REIMBURSEMENT	5.00
	MENDOZA, SAMANTHA	2023-00000315	MERS REIMBURSEMENT	5.00
	MONTES JR, LEANDRO	2023-00000316	MERS REIMBURSEMENT	5.00
	MOORE, JEREMY	2023-00000317	MERS REIMBURSEMENT	5.00
	MOORE, SHERICE	2023-00000318	MERS REIMBURSEMENT	10.00
	MYTTON, DOUGLAS	2023-00000319	MERS REIMBURSEMENT	5.00
	NAVARRO, KASSANDRA	2023-00000320	MERS REIMBURSEMENT	5.00
	NEWHOUSE, RICHARD	2023-00000321	MERS REIMBURSEMENT	5.00
	OLSEN, MIKE	2023-00000322	MERS REIMBURSEMENT	5.00
	PEDERSEN, PAMELA	2023-00000323	MERS REIMBURSEMENT	5.00
	PEDERSEN, SHELBY	2023-00000324	MERS REIMBURSEMENT	5.00
	PERDOK, MICHELLE	2023-00000325	MERS REIMBURSEMENT	5.00
	PERMESANG, DAWN	2023-00000326	MERS REIMBURSEMENT	5.00
	REDDER, LYNDA	2023-00000327	MERS REIMBURSEMENT	5.00
	REESE, MARK	2023-00000328	MERS REIMBURSEMENT	10.00
	SANCHEZ, NICANDRO	2023-00000329	MERS REIMBURSEMENT	11.00
	SCHUT, TIMOTHY	2023-00000330	MERS REIMBURSEMENT	5.00
	SONNERVILLE, BARBARA	2023-00000331	MERS REIMBURSEMENT	5.00
	SWECKER, KELLY	2023-00000332	MERS REIMBURSEMENT	5.00
	TELGENHOF, CATHERINE	2023-00000333	MERS REIMBURSEMENT	5.00
	TREVINO, JACOBO	2023-00000334	MERS REIMBURSEMENT	5.00
	VALDERAS, TAWNEY	2023-00000335	MERS REIMBURSEMENT	17.00
	VANDE VOREN, LARRY	2023-00000336	MERS REIMBURSEMENT	10.00
	VANDER HULST, BRIAN	2023-00000337	MERS REIMBURSEMENT	5.00
	VANDERKOOI, JON	2023-00000338	MERS REIMBURSEMENT	5.00
	VANDERMEULEN, RONALD	2023-00000339	MERS REIMBURSEMENT	5.00
	VELDHOFF, CHARLIE	2023-00000340	MERS REIMBURSEMENT	5.00
	VOSS, ALAN	2023-00000341	MERS REIMBURSEMENT	5.00
	WALLING, DOUGLAS	2023-00000342	MERS REIMBURSEMENT	5.00
	WELCH, LACEY	2023-00000343	MERS REIMBURSEMENT	5.00
	WIERSMA, DONALD	2023-00000344	MERS REIMBURSEMENT	5.00
	WIGGINS, AUSTIN	2023-00000345	MERS REIMBURSEMENT	10.00
	WILLIAMS, ERICA	2023-00000346	MERS REIMBURSEMENT	5.00
	YBARRA, NOE	2023-00000347	MERS REIMBURSEMENT	13.00
Grand Total				113,934.65

Invoice Process Status	Paid
Journal Type	Journal Entry
Organization	(Multiple Items)
Account Code And Description	(Multiple Items)
Detail Account Code	(Multiple Items)
Entered Date.Fiscal	(Multiple Items)



AP Check dt 10/26/23

GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-591-721931.1	GUARDIAN ALARM OF MICHIGAN INC	22949433A	MAX - ALARM MONITORING 11/9/23-2/8/24 DEPOT	195.54
750-210231.D	MISSION SQUARE	2024-00000006	DEF-ICMA% - Deferred Comp - ICMA %*	2,082.66
750-210231.HS	MERCANTILE BANK OF MICHIGAN - ACH	2024-00000004	HSA-ADD - HSA Additional Contribution	470.76
750-210231.M	MERS - ACH	2024-00000005	PENSION - Pension - Original*	11,600.28
Grand Total				14,349.24